

JOB DESCRIPTION

DIRECTOR OF ENGLISH BACCALAUREATE

Job Title: Director of EBacc

Reporting to: Vice Principal

Reporting Lines: **KS3 and 4 subject leads**

Salary: **Leadership scale**

Role Purpose:

- To play a major role in leading the school, bringing inclusion, aspiration and ambition for the success of students and the Academy. Working under the direction of the Vice Principal, the Director of learning will contribute to formulating the aims and objectives of the school so that it is a place where children thrive and knowledge matters;
- The duties outlined in this Job Description are in addition to those covered by the latest 'School Teachers' Pay and Conditions Document'. It will be reviewed regularly with you, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility;
- As well as being an excellent practitioner in their own right, the Director of learning is expected to contribute to innovation within the Academy so that our children succeed in education and life and the school is an engaging place to come to work;
- To lead in advice and guidance to students and staff by removing the barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and enable students to achieve their full potential;
- To ensure and maintain a positive, calm learning environment through endorsing appropriate behaviour of students in line with the Academy values of *Ambition, Confident and Success*;
- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling the Trust's values in all aspects of the role.

Responsibilities:

- Serving as an ambassador for the Trust and the Academy;
- Assisting the Vice Principal and Principal in the strategic and operational management, development and leadership of their subject or cluster of subjects;
- Ensuring the achievement of our ethos, aims and objectives;
- To play a leading role in developing policy which guides effective practice in accordance with the aims and objectives of the school;
- Ensuring that all the students make excellent progress including in the lessons/courses you teach, and to be an outstanding teacher, acting as a role model for all staff, with commitment to the Trust's knowledge-rich approach;
- Modelling and maintaining high standards of conduct and behaviour;

- Developing a safe, healthy and purposeful environment in which to learn and work in the subject or cluster of subjects you lead ;
- Managing relationships with all key stakeholders, including the immediate community, parents, governors, directors and other schools within the Trust's partnership;
- Teaching: all leaders will have a teaching load; DoLs will be expected to have a strong track record of excellent teaching and deep knowledge of and enthusiasm;
- Collaborating on the school's curriculum, teaching, assessment, inclusion, training, conduct, monitoring, pastoral care, aspiration and enrichment endeavours as appropriate and according to the DoL remit awarded;
- Ensure all staff and pupils embrace the curriculum and Academy expectations and understand its principles;
- Providing challenge, support and help to leaders in their subject or cluster, to ensure that they have the capacity and drive to transform the learning experience of the students and in their specific area of the Academy responsibility.
- Lead, develop and improve the quality of provision for students in a variety of areas, especially in the teaching, learning and inclusion in their subjects or cluster.
- Model exemplary conduct, encouraging all adults and pupils to interact positively beyond school both in the community and later in further education and the workplace;
- Support the Senior Leadership Team to recruit, train, motivate, retain and mentor all staff;
- Maintain high expectations of pupils and staff;
- Lead and manage staff in an appropriate manner, offering support, encouragement, guidance and advice to ensure effective practice;
- Ensure all staff are well supported and can see a clear path to career progression;
- Play a key role in ensuring high levels of staff wellbeing and morale;
- Undertake the professional duties of other members of the extended SLT in the event of their absence from school as required;
- Work with the extended Senior Leadership Team, Trust team and Local Governors to ensure robust operational systems are in place that support the school's efficient and effective functioning;
- Maintain strong working relationships with the relevant agencies;
- Develop productive practice with the schools in the wider Turner Schools partnership

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- Ability and willingness to contribute towards the Trust's vision and ethos;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Ability to demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents and external agencies;

- To be an ambassador for the Academies and the Trust in dealing with external persons;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner;
- To be highly motivated and to have a flexible approach towards work and working hours.

Qualification Criteria:

- *A strong academic track record to degree level and above.*
- *To hold Qualified Teacher Status (QTS);*
- *Evidence of ongoing Continuous Professional Development.*

Other Duties:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;

Along with the extended Senior Leadership Team to take responsibility for:

- The strategic direction and development for the Academy.
- Taking a leading role in developing a learning culture in line with the Academy expectations in creating a learning environment in line with the values of 'Ready, Respectful and Safe', with high expectations in relation to the specific responsibilities above.
- Anticipating, planning and making provision for future demands.
- Identifying the need for and leading the process of innovation, change and improvement in relation to the specific subjects or clusters of subjects they lead.
- Resource and financial management.
- Developing effective student voice.
- Day to day management of the Academy

Along with all members of the extended Senior Leadership Team to have line management responsibility involving:

- Monitoring standards of achievement through regular meetings with the relevant members of staff and through lesson observations and attendance at meetings; offering advice, support and challenge.
- Ensuring the implementation of Academy policies.
- Working closely in a coaching role with the staff being line managed in planning for and implementing improvement.

Other extended Senior Leadership Responsibilities:

- To lead staff by example, being highly visible and promoting good order throughout the Academy.
- Assist in the appointment of staff following 'Safer Recruitment Procedures'.
- Assist in the preparation and review of Academy policy documents.
- To ensure effective communication within the Academy community.
- Share the Trust's and the Academy's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the Academy;
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- Ensure that all duties and services provided are in accordance with all Turner Schools policies and the Academy's procedures in line with staff code of conduct/professional expectations;
- To undertake training as necessary;
- To actively engage in the performance management process;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by the Principal/Senior Leadership Team not listed above;
- To be a key part of the life of the Academy community, to support both the values, vision and ethos of the Academy and Turner Schools and encourage students to follow this example.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Acceptance:

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....