

JOB DESCRIPTION

Job Title	STEP Head of Teaching & Learning (East Sussex)
Grade	STEP Leadership Scale
Responsible to	Director of Primary

Job Purpose Including Main Duties and Responsibilities:

Hold overall responsibility for all teaching and curriculum standards to:

- Work with the Director of Primary to provide strategic planning for teaching and learning (to include pedagogy and curriculum) that ensures academicians have excellent academic outcomes.
- Lead on a professional development programme aimed at developing a shared understanding of the key principles of learning science for all teachers and leaders.
- Lead a central teaching and learning team across the hub, working closely with academy based teaching and learning leaders, headteachers, executive headteachers and the Director of Primary to cohere the offer.
- Support teachers and support staff across the hub and more widely as required with the embedding of subject knowledge and understanding that ensures academicians have excellent academic outcomes.
- Support student teachers in becoming excellent STEP practitioners.
- Develop a network of teaching and learning leaders across STEP academies in East Sussex who are able to support teachers with the embedding of subject and pedagogical knowledge and understanding that ensures academicians have excellent academic outcomes.
- Form wider networks and relationships beyond the Trust to ensure STEP academies are at the forefront of teaching and learning.
- Introduce, implement and quality assure standards for Teacher's Professional Development (in line with the latest guidance) for all PD.
- Ensure there is an excellent academician personal development offer which forms a fundamental part of the curriculum.
- Provide evidence informed guidance and support to school leaders during the explore phase of implementation.
- Support Academy Committees across the Trust to enhance, verify and develop teaching and learning strategies within their academies that ensures academicians have excellent academic outcomes.
- Support the delivery of STEP Ahead Teaching School Hub CPD

Key Accountabilities:

1. **Creating the future of the academies**
 - a. embed the values of the Trust across the academies;
 - b. work with the Director of Primary to create a strategic vision for teaching and learning which is consistent with the values of the Trust;
 - c. translate the vision into agreed objectives and operational plans;

- d. to develop teaching and learning leadership through the academies;
- e. develop academy teaching and learning structures to maximise and deploy both resources and expertise to raise achievement across all academies;
- f. build teaching and learning capacity to support other academies and the development of all staff;
- g. ensure effective teaching and learning leadership succession planning at all levels across the academies;
- h. build in regular opportunities for cross-academy and cross-leadership teaching and learning working to maximise strengths and develop further joint working.

2. Leading teaching and learning/outcomes and standards across the academies

- a. ensure the continuous and consistent focus on pupils' achievement across the curriculum, using valid assessment protocols;
- b. establish effective approaches to learning and teaching;
- c. set high expectations for each academy community;
- d. monitor, evaluate and review academy teaching and learning practices and promote improvement strategies;
- e. tackle teaching and learning under-performance at all levels across the academies.

3. Developing self and working with others

- a. ensure the development of, and maintain effective strategies for, teaching and learning induction procedures for staff;
- b. promote and maintain a culture of high expectations for self and others;
- c. ensure effective planning, allocation, support and evaluation of work of teams and individuals;
- d. regularly review own practice, set personal targets and take responsibility for own development.

4. Managing the organisation

- a. ensure the ongoing development of a teaching and learning structure which reflects STEP's values and enables effective and efficient operations;
- b. ensure evidence-based improvement plans and policies to promote continuous teaching and learning improvement;
- c. effectively strategically manage the human, financial and physical resources of the teaching and learning team;
- d. recruit, retain and deploy teaching and learning staff appropriately.

5. Securing accountability

- a. enable everyone to work collaboratively within the academies and across the wider Trust;
- b. ensure individual teaching and learning staff accountabilities are clearly defined, understood, agreed and recorded;
- c. ensure every individual child has access to high quality teaching and learning.

6. Strengthening community

- a. create and promote positive strategies for challenging racial and other prejudice;
- b. develop strategies, including the application of the STEP Compass, to ensure strong community links are established and maintained;
- c. develop, where suitable, joint community events that promote teaching and curriculum across the academies.

Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own health and safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other duties beyond those given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

PERSON SPECIFICATION

Job Title: STEP Head of Teaching & Learning

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
Qualifications & Experience					
Qualified Teacher Status with a successful NQT year completed	√		√	√	
Degree or equivalent	√		√	√	
Masters level qualification or equivalent		√	√	√	
Evidence of continuing professional development	√		√	√	
Significant experience as a senior leader (at least 5 years) with a sustained record of school improvement over multiple academies	√		√	√	
Experience of developing partnership and learning between academies	√		√	√	
Experience of the effective management of funding and resources	√		√	√	
Evidence of successfully leading and sustaining teaching and learning strategies	√		√	√	
Evidence of effective appointment and personnel management	√		√	√	
Knowledge & Understanding					
The mission, vision and values of STEP Academy Trust and the role of the STEP Compass in achieving the Trust's aims	√		√		
Statutory education frameworks, including governance	√		√		
Ways to build, communicate and implement a shared teaching vision across multiple academies	√		√		
Leading change, creativity and innovation across multiple academies	√		√		
New technologies, their use and creative impact	√		√		

Strategies for communication, both within and beyond the academies	√		√		
Model of teaching and learning across multiple academies	√		√		
Strategies for ensuring inclusion, diversity and access across the curriculum	√		√		
Child protection and safeguarding procedures	√		√		
Curriculum design and management across multiple academies	√		√		
The self-evaluation process and its role in driving continuous improvement	√		√		
Strategies to promote individual, team and organisational teaching development	√		√		
Building and sustaining a learning community across a number of academies	√		√		
The impact of change on organisation and individuals	√		√		
Strategic financial planning, budgetary management and principles of best value	√		√		
Legal issues relating to managing people, including equal opportunities, race relations, disability, human rights and employment legislation	√		√		
The use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve teaching and learning, including challenging poor performance	√		√		
Models of academy, home, community and business partnerships	√		√		
The work of other organisations and opportunities for collaboration	√		√		

Leadership Skills					
Ability to develop and maintain a clear teaching vision and lead others to plan and deliver it	√		√		
Ability to articulate this vision to diverse audiences	√		√		
Ability to establish successful relationships at all levels and have good communication skills both verbal and written	√		√		
Commitment, drive and the ability to achieve the highest standards and best practice across all aspects of teaching and learning and across multiple academies	√		√		
Ability to cultivate a team ethic (STEP First)	√		√		
Ability to lead, coordinate and delegate	√		√		
Other					
Commitment to health and safety	√			√	