



The Co-op Academy Manchester

Job Description

Post Title	Teacher – Assistant Director of Learning Zone (with Drama expertise)
Purpose	<ul style="list-style-type: none"> • To contribute to the values and beliefs of the Academy. • To assist the Director of Learning Zone in providing strategic leadership and vision to the Learning Zone. • To plan and ensure effective delivery of Drama curriculum • To support the Director of Learning Zone in leading, managing and developing the subject/curriculum areas of the Learning zones with a focus on Drama and Music • To raise standards of student attainment and achievement within the whole Learning Zone and to monitor and support student progress. • To be accountable for overall standards and improving results measured against national benchmarks. • To work alongside the Director of Learning Zone to develop and enhance the teaching practice of others. • To work with the Director of Learning Zone to ensure the provision of an appropriately broad, balance and relevant and differentiated curriculum for students studying in the Learning Zone, in accordance with the aims of the Academy and the curricular policies determined by the Board and the Principal of the Academy. • To assist the Director of Learning Zone in effectively managing and deploying teaching/support staff, financial and physical resources within the department to support the designated Learning Zone portfolio. • To be jointly accountable for effective behaviour management in the Learning Zone. • To work with the Director of Learning Zone to establish and maintain an environment where students and staff feel safe and enjoy and achieve.
Reporting to	Director of Learning Zone
Responsible for	Subject Leaders, teaching staff and other relevant personnel within the Learning Zone.
Liaising with	ALT Links, other Assistant Director of Learning Zones, Subject Leaders, and relevant staff with cross-academy responsibilities, relevant non-teaching support staff and parents.
Working Time	195 days per year. Full-time.
Salary/Grade	MPS + TLR 1a
Disclosure Level	Enhanced
	MAIN (CORE) DUTIES

	<ul style="list-style-type: none"> ● To raise student attainment in the Learning Zone subjects as evidenced by external examinations and assessments. ● To work alongside the Director of Learning Zone lead and co-ordinate all elements of the teaching in the Learning Zone to ensure high quality curriculum provision and effective teaching and learning. ● To assist the Director of Learning Zone in leading the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the departments. ● To assist the Director of Learning Zone in the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources. ● To work with the Director of learning Zone to actively monitor and follow up student progress by identifying and providing appropriate intervention strategies. ● To implement Academy policies and procedures, e.g. Equal Opportunities, Health and Safety, Accommodation Strategy etc. ● To work with colleagues to formulate aims, objectives and strategic plans for the Learning Zone which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy. ● To work alongside the Director of Learning Zone in leading and managing the business planning function of the department and to ensure that the planning activities of the department reflects the needs of students within the subject area, CDP/DDP and the aims and objectives of the Academy. ● To link with other Assistant Director of Learning Zones and Learning Zone Directors to ensure that the work in the curriculum areas fully reflect the Academy ethos and mission. ● In conjunction with ALT and Learning Zone Director oversee the application of ICT in the Learning Zone and development of resources for VLE. ● To ensure that Health and Safety policies and practices including Risk Assessments, throughout the department are in-line with national requirements and are updated where necessary, therefore liaising with ALT.
Teaching and Learning	<ul style="list-style-type: none"> ● Ensure effective teaching in the Learning Zone through structured monitoring and evaluation and review processes. ● Provide a regular and wide range of opportunities for students to work in teams, develop in confidence and independence in preparation for employment in adult life. ● Promote extra curricular activities and out of hours learning which enhance learning opportunities. ● To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Curriculum Provision	<ul style="list-style-type: none"> ● To liaise with the Director of Learning Zone and Vice Principal Curriculum to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which compliments the Academy's Improvement Plan. ● To assist the Director of Learning Zone in making staff accountable for the development and delivery of the Learning Zone subjects.

Curriculum Development	<ul style="list-style-type: none"> ● To assist the Director of Learning Zone in leading curriculum development for the Learning Zone subjects. ● To keep up-to-date with national developments in the subject areas, teaching practice and methodology. ● To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. ● To liaise with the Director of Learning Zone and Vice Principal Curriculum, to maintain accreditation with the relevant examination and validating bodies.
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	<ul style="list-style-type: none"> ● To be responsible for the functional skills development, when applicable.
<u>Staffing</u> Staff Development Recruitment/Deployment of staff	<ul style="list-style-type: none"> ● To work with the Director of Learning Zone to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. ● To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department. ● To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Learning Zone liaising with the Cover Administrator/relevant staff to secure appropriate cover within the department. ● To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with Academy procedures. ● To promote teamwork and to motivate staff to ensure effective working relations. ● To participate in the Academy's ITT programme. ● To be jointly responsible for the day-to-day management of staff within designated departments and act as a positive role model.
Quality Assurance	<ul style="list-style-type: none"> ● To ensure the effective operation of quality control systems. ● To work alongside the Director of Learning Zone in establishing the process of the setting of targets within the departments and to work towards their achievement. ● To work alongside the Director of Learning Zone in establishing common standards of practice within the departments and to develop the effectiveness of teaching and learning styles in all subject areas within the departments. ● To contribute to the Academy procedures for lesson observation. ● To implement Academy quality procedures to ensure adherence to these procedures. ● To monitor and evaluate the curriculum areas in line with agreed Academy procedures including evaluation against quality standards and performance criteria. ● To seek/implement modification and improvement where required. ● To work alongside the Director of Learning Zone to ensure that all Department's quality procedures meet the requirements of self evaluation and the Strategic Plan.
Management Information	<ul style="list-style-type: none"> ● To ensure the maintenance of accurate and up-to-date information concerning the curriculum areas on the management information system. ● To make use of analysis and evaluate performance data provided. ● To identify and take appropriate action on issues arising from data systems and reports, setting deadlines where necessary and reviewing progress on the action taken. ● To produce reports within the quality assurance cycle for the curriculum areas. ● To produce reports on examination performance including the use of value-added data. ● In conjunction with ALT, manage the Department's collection of data. ● To support the Director of Learning Zone in providing the Principal and Trust Board with relevant information relating to the Departmental performance and development.
Communications	<ul style="list-style-type: none"> ● To ensure that all members of the departments are familiar with its aims and objectives. ● To ensure effective communication/consultation as appropriate with the parents of students. ● To work alongside the Director of Learning Zone in liaising with partner schools, higher education Specialist Schools Trust, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.

	<ul style="list-style-type: none"> ● To represent the curriculum area views and interests.
Marketing and Liaison	<ul style="list-style-type: none"> ● To contribute to the Academy's liaison and marketing activities, e.g. the collection of material for press releases. ● To effectively promote the subjects at events. ● To actively promote the development of effective subject links with external agencies.
Management of Resources	<ul style="list-style-type: none"> ● To assist in managing the available resources of space, staff, finance and equipment effectively within the limits, guidelines and procedures laid down, including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. ● To work with the Director of Learning Zone and the Vice Principal Curriculum in order to ensure that the Departments teaching and commitments are effectively and efficiently time-tabled and roomed.
Pastoral System	<ul style="list-style-type: none"> ● To monitor and support the overall progress and development of students within the curriculum areas. ● To monitor students' attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. ● To act as a Form Tutor and to carry out the duties associated with that role. ● To contribute to PSHE, citizenship and enterprise according to Academy policy. ● To ensure the Behaviour Management system is implemented in the departments so that effective learning can take place. ● To develop positive student attitudes, motivation and engagement in the curriculum areas.
Safeguarding	<ul style="list-style-type: none"> ● This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility for doing so.
Additional Duties	<ul style="list-style-type: none"> ● To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example. ● To take a full part in extracurricular opportunities available to students

Other Specific Duties
<p>To continue personal development as agreed.</p> <p>To engage actively in the performance review process.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The Academy 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.</p>

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.
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Health & Safety Responsibilities

All employees have the responsibility:

- (i) To comply with safety rules and procedure laid down in their area of activity
- (ii) To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- (iii) To use protective clothing or equipment as may be provided
- (iv) To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- (v) To co-operate with the Principal in the fulfilment of the objectives of the Academy's Health and Safety policies

POST _____

POST HOLDER _____

SIGNED _____

DATE _____



Co-op Academy Manchester

Person Specification – Assistant Director of Learning Zone

TRAINING & QUALIFICATIONS	Essential	Desirable	Application	Interview	Reference
Qualified Teacher Status	◇		◇		
Degree	◇		◇		
Higher Degree		◇	◇		
Recent participation in a range of relevant in-service training/professional development	◇		◇		

EXPERIENCE OF TEACHING AND SCHOOL MANAGEMENT	Essential	Desirable	Application	Interview	Reference
Successful leadership and management at middle leader level.	◇		◇	◇	◇

Successful leadership and management in more than one school.		◇	◇		
Successful leadership and management at whole school level.					
Experience of working at a school with Specialist status		◇	◇		
Teaching experience at secondary level of at least four years	◇		◇		
Understanding of Academy's role in the communities	◇		◇	◇	◇
Strong track record of exam results	◇				

PROFESSIONAL KNOWLEDGE UNDERSTANDING					
Applicants should be able to demonstrate high level knowledge and understanding of:	Essential	Desirable	Application	Interview	Reference
Quality assurance	◇		◇	◇	
Education Inclusion	◇		◇	◇	
14-19 curriculum	◇		◇	◇	
School improvement strategies	◇		◇	◇	◇
Local and national policies, priorities and statutory frameworks	◇		◇	◇	
Furthering the role of parents and carers in the life of the Academy	◇		◇	◇	
Raising standards of attainment in Maths and English	◇		◇	◇	◇

MANAGEMENT SKILLS AND ABILITIES					
Applicants should be able to provide evidence that have the necessary high level personal skills and abilities required of the post	Essential	Desirable	Application	Interview	Reference
Analytical skills	◇		◇	◇	◇
Presentational skills	◇		◇	◇	◇
ICT skills for professional use	◇		◇	◇	◇
Review and evaluation skills through monitoring and	◇		◇	◇	◇

evaluating students progress and the impact of intervention strategies					
Delegation skills	◇		◇	◇	
Skills in management of change	◇		◇	◇	◇

PERSONAL SKILLS AND ABILITIES					
Applicants should be able to provide evidence that have the necessary personal skills and abilities required by the post	Essential	Desirable	Application	Interview	Reference
Lead by example in the use of ICT as a teacher and in leadership and management	◇		◇	◇	◇
Support and actively promote the values and beliefs of the Academy	◇		◇	◇	
High level communication with excellent interpersonal skills	◇		◇	◇	◇
Committed to standards of excellent for all and focused on continuous improvement	◇		◇	◇	◇
Strong completer/finisher	◇		◇	◇	◇
Professional capable of inspiring others	◇			◇	◇
Strong track record of personal performance	◇			◇	◇
Excellent attendance and punctuality record	◇				◇