



## Co-op Academy Manchester

### Job Description

Post Title	Director of Learning Zone - Science
Purpose	<ul style="list-style-type: none"><li>• To contribute to the values and beliefs of the Academy.</li><li>• To provide strategic leadership and vision to the Learning Zone.</li><li>• To raise standards of student attainment and achievement within the whole and to monitor and support student progress.</li><li>• To be accountable for overall standards and improving results measured against national benchmarks.</li><li>• To develop and enhance the teaching practice of others.</li><li>• To ensure the provision of an appropriately broad, balanced 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 Academy Community Council (ACC) and the Principal of the Academy.</li><li>• To be accountable for leading, managing and developing the subject/curriculum areas of the Learning Zones.</li><li>• To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated Learning Zone portfolio.</li><li>• To be accountable for effective behaviour management in the Learning Zone.</li><li>• To establish and maintain an environment where students and staff feel safe and enjoy and achieve.</li><li>• To be proactive in developing and supporting primary links.</li></ul>
Reporting to	Designated member of SLT
Responsible for	Subject Leaders, teaching staff and other relevant personnel within the Learning Zone.
Liaising with	SLT, other DLZs/ Subject Leaders/subject specific KS3/KS4 Leads and relevant staff with cross-academy responsibilities, relevant non-teaching support staff and parents.
Working Time	195 days per year. Full-time.
Salary/Grade	Leadership L7-10
Disclosure Level	Enhanced
	<b>MAIN (CORE) DUTIES</b>
	<ul style="list-style-type: none"><li>• To raise student attainment in the Learning Zone subjects as evidenced by external examinations and assessments.</li><li>• To lead and coordinate all elements of the teaching in the Learning Zone to ensure high quality curriculum provision and effective teaching and learning.</li></ul>

	<ul style="list-style-type: none"> <li>● To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the departments.</li> <li>● The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.</li> <li>● To actively monitor and follow up student progress by identifying and providing appropriate intervention strategies.</li> <li>● To implement Academy policies and procedures, e.g. Equal Opportunities, Health and Safety, Accommodation Strategy etc.</li> <li>● 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.</li> <li>● To lead and manage 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.</li> <li>● To link with Subject Leaders 10-13 and 14-19 to ensure that the work in the curriculum areas fully reflects the Academy distinctive ethos and mission.</li> <li>● To lead the strategic improvement planning and quality assurance activities within the learning zone.</li> <li>● In conjunction with SLT oversee the application of technology in the Learning Zone and development of resources for the student portal (VLE)</li> <li>● 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.</li> </ul>
Teaching and Learning	<ul style="list-style-type: none"> <li>● Ensure effective teaching in the Learning Zone through structured monitoring and evaluation and review processes.</li> <li>● Provide a regular and wide range of opportunities for students to work in teams, develop confidence and independence in preparation for employment in adult life.</li> <li>● Promote extracurricular activities and out of hours learning which enhance learning opportunities.</li> <li>● To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>
Curriculum Provision	<ul style="list-style-type: none"> <li>● To liaise with the Vice Principal Quality of Education to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which compliments the Academy's Improvement Plan.</li> <li>● To be accountable for the development and delivery of the subject.</li> </ul>
Curriculum Development	<ul style="list-style-type: none"> <li>● To lead curriculum development for the subject.</li> <li>● To keep up-to-date with national developments in the subject area, teaching practice and methodology.</li> <li>● To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>● To liaise with the appropriate member of SLT to maintain accreditation with the relevant examination and validating bodies.</li> <li>● To be responsible for the functional skills development, when applicable.</li> </ul>
<u>Staffing</u> Staff Development	<ul style="list-style-type: none"> <li>● To work with the appropriate member of SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>● To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.</li> </ul>

Recruitment/Deployment of staff	<ul style="list-style-type: none"> <li>● 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.</li> <li>● To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with Academy procedures.</li> <li>● To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>● To participate in the Academy's ITT programme.</li> <li>● To be responsible for the day-to-day management of staff within designated departments and act as a positive role model.</li> <li>●</li> </ul>
Quality Assurance	<ul style="list-style-type: none"> <li>● To ensure the effective operation of quality control systems.</li> <li>● To establish the process of the setting of targets within the departments and to work towards their achievement.</li> <li>● To establish common standards of practice within the departments and to develop the effectiveness of teaching and learning styles in all subject areas within the departments.</li> <li>● To contribute to the Academy procedures for lesson observation.</li> <li>● To implement Academy quality procedures to ensure adherence to these procedures.</li> <li>● To monitor and evaluate the curriculum areas in line with agreed Academy procedures including evaluation against quality standards and performance criteria.</li> <li>● To seek/implement modification and improvement where required.</li> <li>● To ensure that all Department's quality procedures meet the requirements of self evaluation and the Strategic Plan.</li> </ul>
Management Information	<ul style="list-style-type: none"> <li>● To ensure the maintenance of accurate and up-to-date information concerning the curriculum areas on the management information system.</li> <li>● To make use of analysis and evaluate performance data provided.</li> <li>● 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.</li> <li>● To produce reports within the quality assurance cycle for the curriculum areas.</li> <li>● To produce reports on examination performance including the use of value-added data.</li> <li>● In conjunction with the appropriate member of SLT manage the Department's collection of data.</li> <li>● To provide the Principal and ACC with relevant information relating to the Departmental performance and development.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>● To ensure that all members of the departments are familiar with its aims and objectives.</li> <li>● To ensure effective communication/consultation as appropriate with the parents/carers of students.</li> <li>● To liaise with partner schools, higher education Specialist Schools Trust, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.</li> <li>● To represent the curriculum area views and interests.</li> </ul>
Marketing and Liaison	<ul style="list-style-type: none"> <li>● To contribute to the Academy's liaison and marketing activities, e.g. the collection of material for press releases.</li> <li>● To effectively promote the subjects at events.</li> <li>● To actively promote the development of effective subject links with external agencies.</li> </ul>

Management of Resources	<ul style="list-style-type: none"> <li>• To manage 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.</li> <li>• To work with the Vice Principal Quality of Education in order to ensure that the Departments teaching and commitments are effectively and efficiently time-tabled and roomed.</li> </ul>
Pastoral System	<ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of students within the curriculum areas.</li> <li>• To monitor student 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.</li> <li>• To contribute to PSHE, citizenship and enterprise according to Academy policy.</li> <li>• To ensure the Behaviour Management system is implemented in the departments so that effective learning can take place.</li> <li>• To develop positive student attitudes, motivation and engagement in the curriculum areas.</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• "The Co-operative Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf".</li> </ul>
Additional Duties	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

#### Other Specific Duties

To continue personal development as agreed.

To engage actively in the performance review process.

To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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.

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.

## 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 cooperate with the Principal in the fulfilment of the objectives of the Academy's Health and Safety policies

POST

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POST HOLDER

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SIGNED

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DATE

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