

JOB DESCRIPTION

School/College:	West Norfolk Academies Trust
Job Title:	Trust Curriculum Role (Secondary Schools) (to be worked as an addition to employee's current role) Subject Areas available: English, Science and Art
Grade:	Salary enhancement and time allocation to be discussed at interview. Please note this post is a fixed-term, 2 year post, in the first instance.
Responsible to:	Trust Secondary Lead
Working With:	Subject-Relevant Heads of Department (Trustwide)

Purpose of the Job

As the Trust matures, it is looking to provide increased co-ordination across the secondary schools to improve the quality of education in these subject areas for our young people.

This post will be a fixed-term, 2 year post in the first instance.

How to Apply

This role is open to internal applicants only. There are posts available in English, Science and Art. To apply, please complete a statement, of not more than one side of A4, which demonstrates your suitability for the role, clearly showing the impact that you have in your current position. Please e-mail your application to:
recruitment@westnorfolkacademiestrust.co.uk

Please also provide details of two references, to accompany your application. One of these references should be your present Headteacher.

Applications must be received by Noon, Wednesday 20th March. Interviews to be held Friday 22nd March.

West Norfolk Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This includes obtaining references and ensures compliance with the DBS process.

Responsibilities

In addition to your current role:

- You have a strong vision for your subject.
- You have a strong record in raising achievement.
- You have managerial and leadership experience.
- You continue to deliver excellent outcomes in your home school.
- You will develop a whole trust strategic role, supporting and challenging staff.
- You will drive the implementation of new teaching and pedagogical styles of classroom delivery.
- You will work closely with underperforming departments.
- You will develop leadership within subject areas.
- You will contribute to the whole trust curriculum design of the subject area.
- You will develop CPD and training packages for your subject area.
- You will encourage and promote Post-16 education within the trust, for your subject area.
- You will line manage the heads of department with your subject area across the trust.
- You are accountable for student outcomes and progress within your subject area at KS3, KS4 and KS5.

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Qualified Teacher Status (or equivalent)	✓		Appl/Int
Degree in relevant Subject Area (or equivalent)	✓		
Evidence of CPD linked to curriculum development	✓		

Experience and knowledge	Essential	Desirable	How assessed
Outstanding classroom practitioner with evidence of excellent outcomes	✓		Appl/Int
Substantial teaching experience	✓		
Experience of developing the curriculum	✓		
Experience of line-managing colleagues and holding them to account	✓		
Leadership experience	✓		
Successful experience of using data analysis to raise standards	✓		
Successful experience of leading an aspect of school improvement	✓		
Strong record in raising achievement	✓		

Skills and Abilities	Essential	Desirable	How assessed
A clear and strong vision of what constitutes an excellent department	✓		Appl/Int
Ability to think strategically and lead change where necessary	✓		
Ability to communicate clearly, inspire, motivate and challenge students and staff	✓		
Ability to lead and work as part of an effective, high-performing team	✓		
Ability to implement new teaching and pedagogical styles of classroom delivery	✓		

Personal qualities	Essential	Desirable	How assessed
Reliability, commitment and integrity	✓		App/Int/Ref
Diligence, tenacity, enthusiasm, drive and self-motivation	✓		
Ability to respond positively to pressure, whilst maintaining accessibility and consistency	✓		
Ability to maintain a healthy work/life balance	✓		
Ability to relate positively with colleagues	✓		
Excellent organisational and time management skills	✓		
Excellent communication skills	✓		

Appl = Application form

Int = Interview

Ref = Reference