

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| JOB TITLE: | Director of Professional Development for the Wildern Multi Academy Trust |
| GRADE: | Leadership Scale L6 - L10 |
| WORKING WEEKS/ HOURS: | Full Time |
| BASE: | Wildern School |

**ORGANISATIONAL ARRANGEMENTS:**

**Job holder:**

**Reports to: CEO of Trust**

**GENERAL STATEMENT**

To represent Wildern Multi Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Multi Academy Trust employees. Attendance at training courses may be required as part of professional updating.

The jobholder will be required to work across all the schools within our Trust. However, the daily base of operation is Wildern School working from the Lyceum. Flexibility with regard to working hours is required to support the Trust in some circumstances.

**JOB PURPOSE**

To secure improved standards of education and student outcomes across the Trust, with a particular

focus on the development of professional learning to support pedagogy and leadership:

* Contributing to the management, promotion, communication, and organisation of the Professional Learning offer for the Trust.
* Delivering the professional learning agenda for wider system reform.
* Delivering Trust and national strategies to support schools in raising standards of teaching and leadership.
* Developing effective partnerships with external organisations, to include Higher Education Institutions, to support the development of professional learning programmes.
* Designing and delivering collaboration models within and beyond the Trust and capturing impact of this work.

**RESPONSIBILITIES/ACCOUNTABILITIES:**

* To be responsible for managing the ITT provision based at Wildern School as a Lead Partner for I2I and line manage the Centre Director
* To lead the bespoke ECT1 and ECT2 programmes for all new teaching staff across the Trust to ensure the statutory framework is applied and individualised support is provided for those teachers in their early career years
* Lead on Trust Leadership programmes; Aspiring to Leadership; Excellence in Leadership and Next Generation Leadership
* Ensure all professional learning programmes are in line with, and promote the Trusts core vision and values
* Ensure a high quality and effective, bespoke professional development programme is delivered to all staff across the Trust
* To continually review and evaluate the professional development programme
* To lead, develop and review the Trusts appraisal system
* Supporting the Trust schools with the delivery of training for staff linked to personal and career development.
* As required work with and support under-achieving subject areas across the MAT
* To be responsible for external accreditation/awards for professional development
* To ensure regular quality assurance and compliance of whole school professional learning
* Supporting Senior Leaders in our Trust to organise staff training sessions which enable teachers, Middle Leaders and Senior Leaders, to develop their understanding of academic and pastoral systems in a way which has a positive impact on student outcomes
* Working with the CEO and Headteachers to ensure the education and student outcomes in all our Trust schools are of the highest standards and identifying priority areas for professional development across the Trust
* Supporting the continuous improvement of the teaching and learning through observation, learning walks, mentoring, coaching and modelling especially for ITT and ECT.
* Developing systems and structures for our school staff to share good practice across the Trust
* Build the Trusts outreach work within the MAT and across the partnership with other schools
* Remaining abreast of new educational developments, both locally, nationally and internationally, ensuring Heads and Senior Leaders are well-briefed and operate within a flexible environment that is responsive to change.
* Actively promoting staff development through effective links with external agencies.
* Ensuring your own educational understanding remains at the forefront of new thinking through reading, INSET, research and other development opportunities, and using this to inform your own practice with a demonstrable impact on pupils’ learning. .
* Producing virtual training collateral, for teachers to access remotely

**COMPETENCIES (KNOWLEDGE, SKILLS & ABILITIES)**

* Qualified teacher status
* Possess the analytical, interpersonal and organisational skills necessary to work effectively with staff and leadership teams
* Demonstrates highly effective skills as a leader
* Demonstrates excellent ability to assess and evaluate.
* Confident at presenting to large audiences.
* Have a proven track record of outstanding practice
* Have a growth-mindset looking to continually improve
* Be able to engage, motivate and support children, staff and parents
* Be a reflective, flexible practitioner with the ability to think creatively and take risks
* Have the interpersonal skills needed to work successfully within teams
* Have a strong learning-focused philosophy
* A working knowledge of G Suite and the confidence in the use of ICT in the classroom
* Excellent, caring student-centred educator
* The ability to work collaboratively, as part of a team
* The ability to react well under pressure
* Excellent organisational skills
* High standards of dress, punctuality and attendance

**NOTES**

|  |  |
| --- | --- |
| NOTE 1 | The days are to be specified by the Headteacher under paragraph 51.2 - 51.3 of the School Teachers’ Pay and Conditions document and the hours allocated by the Headteacher under paragraph 51.4 - 51.12 of the School Teachers’ Pay and Conditions document shall be the subject of a separate statement issued by the Headteacher. |
| NOTE 2 | The job description may be reviewed at the end of the Academic Year or earlier if necessary. In addition it may be amended at any time after consultation with you. |
| NOTE 3 | The school timetabled day is between the times of 8.00 am and 5.00pm. Teachers will be required to fulfil their 1265 hours within the range of the school day that may vary on an annual basis. |
| NOTE 4 | Additional non-contact periods above the schools normal allocation may be used for cover periods in excess of 38 hours. |

**FLEXIBILITY STATEMENT**

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

**PERFORMANCE REVIEW (IPP)**

All teaching staff undertake an annual Appraisal cycle in line with school policy and practice. This post holder’s Appraisal would be line managed and undertaken by the CEO.

Date Prepared: 16.4.24

Prepared By: CEO

Date Reviewed:

Reviewed By: