



# Application Pack

## Learning Manager for History Deyes High School

<b>Start Date:</b>	<b>01 September 2024</b>
<b>Closing Date:</b>	<b>8:00am, Friday 08 March 2024</b>
<b>Shortlisting:</b>	<b>Friday 08 March 2024</b>
<b>Proposed Interview Date:</b>	<b>W/c 11 March 2024 (TBC)</b>
<b>Post Scale:</b>	<b>Leadership L1 – L5</b>
<b>Salary:</b>	<b>£44,305 - £48,895</b>
<b>Contract Term</b>	<b>Full Time/Permanent</b>

### HOW TO APPLY

**To submit your application please use TES Quick Apply**



LYDIATE  
LEARNING  
TRUST

ENGAGE, ENABLE,  
EMPOWER

***“We engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passion”***

### **We do this by...**

- 1) Empowering individuals through learning;
- 2) Fostering a “can-do” attitude that leads to continuous improvement;
- 3) Producing confident young adults with high levels of perseverance, proficiency and integrity;
- 4) Encouraging families and our schools to work together to support student learning;
- 5) Providing a happy, safe, supportive environment where students can learn effectively;
- 6) Developing the whole child with a comprehensive offer of wider curriculum;
- 7) Engaging with our students to inspire, contribute and care;
- 8) Developing leadership at all levels for students, staff, governors and our communities;
- 9) Promoting an enterprise culture that creates close working partnerships with business and wider partners;
- 10) Committing to having honest conversations about our strengths and our opportunities for growth.

## **We Offer**

- A competitive salary, which is aligned to national standard terms and conditions
- A Competitive Pension Scheme
- Employee Assistance Programme
- Regular training and development programmes tailored to your very own learning needs.
- Opportunities for career progression within school and across the Trust should you wish.
- An open and collaborative working environment where everyone is valued
- A detailed induction programme

## **Equal Opportunities**

LLT is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete an [equal opportunities monitoring form](#) which can be found on our Careers Homepage.

## **Safeguarding & Enhanced DBS Checks**

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures.

# Welcome



Thank you for your interest in the position of Learning Manager for History. This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application.

Deyes High School is a vibrant, ambitious and oversubscribed school that is rated 'good' by Ofsted. Our ambition is to be 'outstanding' in all areas and welcome your application to be part of that journey.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Deyes offers a friendly, welcoming and enriching environment for all, including those who work, visit and study here.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

If you feel you are up to the challenge, keen to do well and would enjoy working at Deyes High School, then please apply.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Yours sincerely,



**Mrs V Beaney**  
**Head of School**  
**Deyes High School**



**Mrs A Stahler**  
**Chief Executive Officer**  
**Lydiate Learning Trust**

# Deyes High School – New Build



This opportunity comes at a time of extremely exciting change and development for Deyes High School as we will be moving into our new school building on 15 April 2024. The facilities in these areas of our new building are state of the art and present us with many new opportunities for learning experiences. Please see our website for more information.

# Job Description

## Learning Manager for History

<b>Purpose</b>	<ul style="list-style-type: none"><li>• Under the direction of the Headteacher, carry out the professional duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).</li><li>• To raise standards of student attainment and achievement within the curriculum area and to monitor and support student progress.</li><li>• To be accountable for student progress and development within the subject area.</li><li>• To develop and enhance the teaching practice of others.</li><li>• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies.</li><li>• To be accountable for leading, managing and developing the subject/curriculum area.</li></ul>
<b>Reporting to</b>	Senior Leadership Team
<b>Contract</b>	Full time/permanent
<b>Salary</b>	L1 – L5
<b>Teaching</b>	<ul style="list-style-type: none"><li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li></ul>
<b>Operational/Strategic Planning</b>	<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 department.</li><li>• To be responsible for the day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.</li><li>• To monitor actively and follow up student progress.</li><li>• To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety, etc.</li><li>• To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.</li><li>• To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, and the aims and objectives of the school.</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 the school's Health and Safety Manager.</li></ul>
<b>Curriculum Provision</b>	<ul style="list-style-type: none"><li>• To liaise with the Deputy Headteacher to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan and School Evaluation.</li><li>• To be accountable for the development and delivery of the subjects within the department.</li></ul>

<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>• To lead curriculum development for the whole department.</li> <li>• To keep up to date with national developments in the subject area, teaching practice and methodology.</li> <li>• To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>• To liaise with the Deputy Headteacher to maintain accreditation with the relevant examination and validating bodies.</li> <li>• To ensure that the development of your subject is in line with national developments.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• To work with the relevant Assistant Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To continue own professional development as agreed with the Assistant Headteacher (Professional Development).</li> <li>• To be responsible for the efficient and effective deployment of the Department's support staff.</li> <li>• To undertake appraisal review(s) and to act as reviewer for a group of staff within the designated department.</li> <li>• To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/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 school procedures.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To participate in the school's ITT programme.</li> </ul>
<b>Management Information</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the department 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 department.</li> <li>• To produce reports on examination performance, including the use of value-added data.</li> <li>• To provide the Governing Body with relevant information relating to the Departmental performance and development.</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>• To manage the available resources of space, staff, money and equipment efficiently 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 Deputy Headteacher in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.</li> </ul>
<b>Quality Assurance</b>	<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 department and to work towards their achievement.</li> </ul>



	<ul style="list-style-type: none"> <li>• To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.</li> <li>• To contribute to the school procedures for lesson observation.</li> <li>• To implement school quality procedures and to ensure adherence to those within the department.</li> <li>• To monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required.</li> <li>• To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Improvement Plan.</li> </ul>
<b>Communications &amp; Liaison</b>	<ul style="list-style-type: none"> <li>• To ensure that all members of the department are familiar with its aims and objectives.</li> <li>• To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>• To liaise with partner schools, higher education institutes, Industry, Examination Boards, Awarding Bodies and other relevant external bodies</li> <li>• To contribute to the planning and delivery of school liaison activities.</li> <li>• To lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.</li> <li>• To promote actively the development of effective subject links with external agencies.</li> </ul>
<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of students within the department. 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 ensure the Behaviour Management system is implemented in the department so that effective learning can take place.</li> </ul>
<b>School Ethos</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.</li> <li>• Promote actively the school's corporate policies.</li> <li>• Comply with the school's health and safety policy and undertake risk assessments as appropriate.</li> </ul>
<b>Specific Department Responsibilities</b>	<ul style="list-style-type: none"> <li>• Administration of all aspects of examination entries and SMSC.</li> <li>• Development and planning of courses.</li> <li>• Assisting with the planning of timetables for courses.</li> <li>• Regular consultation with the other members of the department</li> <li>• Responsible for the smooth general running of the department.</li> </ul>

***The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.***

## Person Specification

### Learning Manager for History

Qualifications & Training	
Degree in subject.	E
A DfE recognised teaching qualification.	E
Evidence of appropriate professional development.	E
Experience	
Evidence of use of student-centred methodology.	E
Ability to teach up to KS4.	D
Skills/Knowledge/Aptitudes	
A full understanding of the curriculum.	E
A clear and detailed understanding of what will be involved in addressing the key tasks in the job description.	E
Proven success of planning and managing arrangements for the teaching of a specialist subject in order to achieve high standards.	E
The ability to devise, implement and evaluate systems and procedures for monitoring student achievement.	E
Experience of leading a team of people.	E
The ability to work autonomously and as part of a team.	E
Excellent curriculum knowledge, and experience of curriculum innovation.	E
Commitment to the use of Information and Communications Technology for teaching and administration purposes.	E
Clear understanding of the role of Management in implementing and evaluating policy.	E
Proven experience of monitoring performance.	E
Deployment of Resources	
Efficient organisation of planning, teaching and assessment.	E
Experience of department financial planning and budget management.	D
Committed to setting and maintaining high standards for staff and students.	E
Committed to education principles which are inclusive of all students.	E



Ability to work in partnership with students, parents, staff and governors.	E
Excellent interpersonal skills.	E
Has a presence which inspires confidence.	E
Willingness to engage with students out of school hours.	D
<b>Confidential References</b>	
Positive recommendation from all referees, including current employer.	E