

Job Description

Job title: Coordinator of Learning (CoL) - Business and Finance

Reports to: Director of Learning

Location: Ebbfleet Academy

These responsibilities will be in addition to the General Teacher Pre or Post Threshold Job Description as appropriate to the post holder.

Main duties

1. To advise and support SLT on the development and implementation across all key stages:
 - appropriate courses
 - schemes of work
 - assessments
 - data analysis of student progress
 - teaching and learning strategies
 - staff development needs
2. To help raise the quality of teaching and learning in the department lessons across all Key Stages.
3. Day-to-day management, control and operation of course provision and pedagogy within the department, including effective deployment of staff (including support staff) and other resources across the Academy.
4. To be responsible for examination entries within the department.
5. Assist in the raising of student attainment and achievement within the department.
6. Support the DoL in Learning Area discipline issues.
7. To support DoL in lesson observations, work scrutiny and moderation exercises.
8. To conduct lesson observations, work scrutiny and moderation exercises.
9. To keep up-to-date with curriculum and pedagogical development within the Learning Area and, in discussion with the DoL, support staff as appropriate to raise awareness and expertise.
10. To participate within the selection process for teaching / support staff posts when required and to ensure effective induction of staff in line with Academy procedures.
11. To promote the Academy Specialisms through the Learning Area.
12. To be accountable for the results within the Learning Area.

Specific duties

Duties to be negotiated with DoL and Quality Manager for the department prior to commencement of role.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.