

Role Profile			
Role	DIRECTOR OF TEACHING AND LEARNING	School	Oryx International School
Direct Reports	Heads of Department, Data Manager, Exams Officer	Reporting To	Head of Secondary and the Executive Principal
Role Purpose <p>The Director of Teaching and Learning is a key member of the Senior Leadership Team, reporting directly to the Head of Secondary and, at times, working closely with the Head of Primary as well as other members of the Senior Leadership Team.</p> <p>The main role is to monitor, evaluate and develop the curriculum, the teaching, the reporting and recording procedures and the assessment practices of the school.</p>			
Key Accountabilities <p><u>The post holder will:</u></p> <ul style="list-style-type: none"> • Share good practice with colleagues, leading by example and promoting high standards in the delivery of the curriculum; • Be proactive and interested in keeping the school up-to-date over the latest educational issues, attending courses and conferences as appropriate; • Keep abreast of educational developments in the independent and international education systems and possess a thorough and up-to-date working knowledge of new arrangements for GCSE and A Level courses • Provide and promote academic liaison between the departments of the school; • Be fully involved with the life of the school, both inside and outside the classroom; • Monitor, Evaluate and Develop effective strategies for excellent Teaching and Learning <p><u>The role requires the post holder to:</u></p> <ul style="list-style-type: none"> • Encourage high teaching standards and to act as a role model to colleagues, in and out of the classroom; • Develop the classroom practice of teachers at the school to ensure the highest possible academic standards; • Implement initiatives and practices which enhance the learning experiences provided to the students; • Monitor and evaluate the effectiveness of teaching and learning through a programme of Quality Assurance and Quality First Teaching • Organise the staffing of the curriculum and liaise with the Head of Secondary in the production of an effective timetable; • Set agendas for and distribute minutes of weekly Academic Meetings and Heads of Department meetings, and chair these meetings, as well as monitor other department meetings; • Work closely with Heads of Department in developing schemes of work, policy documents and development plans, and ensure that relevant planning and evaluations are completed; • Support colleagues in the promotion of high standards in each subject area and in particular the effective use of English throughout the curriculum; • Work closely with the Head of ICT and other staff in ensuring that technology plays a vital role in the delivery of the curriculum; 			

- Ensure that the school's policies are adhered to in respect of teaching and learning;

The role also requires the post holder to:

- Monitor and develop as necessary the systems in use for reporting pupil attainment, achievement and progress to parents;
- Monitor and respond to the Effort and Attainment results of pupils;
- Develop the staff's use of the School Management Systems for academic purposes, especially the tracking of pupils' assessment;
- Keep up-to-date with changes in educational theory and subject requirements: The National Curriculum, University requirements and Scholarship expectations;
- Produce reference reports (transcripts) for current pupils' future schools;
- Provide (with the data manager) relevant data to staff for discussion regarding pupils' progress after examinations or for future class selection;
- Organise and facilitate academic intervention and mentoring for students ;
- Organise, with the Executive Principal, scholarship assessments for candidates;
- Assist in the preparation of pupils for University applications and interviews;

Other areas of responsibility of the post holder are to:

- Co-ordinate the termly Academic Committee Meetings including the preparation and presentation of reports;
- Assist the Executive Principal in deciding appropriate whole school INSET;
- Be closely involved in the appointment and induction of new teaching staff;
- Be involved in the Appraisal and Performance Review of staff;
- Monitor, with the Executive Principal, the professional development courses attended by staff and organise a series of INSET and self-help sharing of good practice;
- Be responsible for the regular review of whole school curriculum policies;
- Ensure that areas of the website relating to academic matters are regularly updated;
- Organise the efficient provision of parent/teacher meetings;
- Ensure that the secondary timetable is produced and is effective;

The post holder is expected to actively contribute towards the school and involve themselves in the life of the school at all levels. This includes, although is not limited to the above statements

The post holder is also expected to carry out any other duties as reasonably requested or required by the Executive Principal to ensure the effective running of the school.

Person Specification

Skills, Knowledge, and Experience

The school seeks to appoint somebody with an honours degree, who holds a recognised teaching qualification and has appropriate experience and proven leadership qualities, to take up the appointment in August 2018. The position of Director of Teaching & Learning is a key role within the school and a person of the very highest calibre is sought. Candidates should preferably have experience of working in international and/ or independent schools in the UK.

The following lists provide the Essential and Desirable Characteristics, Skills, Qualities and Experience for the Post of Director of Teaching & Learning at Oryx International School.

Essential	Desirable
<ul style="list-style-type: none"> • An ambitious person with great energy and clear leadership potential • Proven record of high level of administration • Excellent communicator (written and verbal) with parents, pupils and colleagues • Experience of leading and managing a department • High levels of energy and commitment • Personally, committed to continuing professional development • Ability to maintain confidentiality appropriate to the setting • A team player with sound interpersonal skills and sensitivity • Honest and hard-working • Ability to see the wider picture • An eagerness to participate fully in the life of the school community • Enthusiasm and a keen sense of humour • An effective and successful teacher with effective methods of discipline, high personal standards and high expectations of pupils • Committed to safeguarding the physical, emotional and mental well-being of young people 	<ul style="list-style-type: none"> • Prior experience of Senior Management • Evidence of relevant recent professional development • Experience of managing professional development • Positive and enthusiastic under pressure • A sound level of competence in ICT • Awareness of the needs of others • A good team builder and motivator • Coaching and / or mentoring experience
Competencies	
<p>The essential qualities of the candidate profile are educational passion, organisational excellence and a strong and effective leadership style. The successful candidate will be an experienced and capable curriculum leader who can anticipate and act on the changing needs of our school. SMT/SLT experience would be useful, but not essential for the right person. You will possess good judgement, and outstanding written and oral communication skills. You will possess the initiative, independence and flexibility to effect meaningful educational change.</p>	