

# Job Description



## Director of Learning

<b>Responsible to:</b>	SLT link
<b>Job purpose:</b>	As a strategic and supportive member of the extended senior leadership team, the post holder will provide strong leadership for their subject with key responsibility for raising standards of teaching, learning and improving attainment for all students. This role has a particular emphasis on curriculum developments and teaching and learning and it is expected that the post-holder will work collaboratively with Directors of Learning in other subject areas in driving forward these developments.
<b>Arrangement</b>	Full Time (TLR 1b)

### Main responsibilities of the post:

The post holder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:-

### Making an impact on the educational progress of students beyond those directly assigned by:

#### To ensure high standards of teaching and learning within the faculty

- Effectively model the ethos and values of the Academy and Trust and promote high expectations of staff and students
- Provide leadership, management and development of effective Teaching and Learning
- Effectively monitor, evaluate and review teaching and learning through a range of quality assurance activities in line with Academy policy
- Promote and establish a positive climate for learning
- Monitor and analyse progress data to identify and implement appropriate interventions and regularly evaluate the impact of these on pupil outcomes to reshape intervention
- Ensure all assessment and marking is of a consistently high standard and in accordance with Academy Policy, leading to students making good and outstanding progress.
- Ensure assessment information to parents is effectively communicated in a timely manner
- Ensure curriculum planning (including short, medium and long-term plans) effectively incorporates TEEP strategies and is personalised to maximise progress for all learners
- Contribute to the development of curriculum in all phases of learning and in partnership with the other Directors of Learning and SLT
- Ensure the provision meets the needs of all learners including those with SEND, LAC, high-attainers and disadvantaged students
- Ensure that the Academy Behaviour Policy is implemented effectively and consistently
- Co-ordinate and organise appropriate activities to enhance the learning of students including intervention sessions, study support opportunities, educational visits and the effective use of learning resources
- Liaise effectively with all stakeholders including parents, governors, feeder schools, secondary schools and colleges, business and community partners, and the wider community as appropriate, all in line with Academy ethos and values
- Ensure that the PSHCE programme is followed and embedded
- Keep up to date with educational research, national policy and developments, pedagogy and best practice. Share and apply this knowledge to improve the outcomes for all learners in your subject.
- Collaborate with local networks including other TLT schools to gather, share and implement best practice

## **Line management and leadership of the faculty**

- Effectively model the Ethos and Values of the Academy and Trust
- Support and direct the professional development of staff to reflect the Academy priorities and supports their individual needs and aspirations
- Track, monitor, evaluate and report on the progress of students
- Work with parents/carers to ensure they have up-to-date information and understanding to support students in line with Academy Policy
- Support the Performance Management process within the faculty, ensuring that objectives are set in accordance with the Academy 'career stage expectations' and make recommendations on pay decisions in accordance with the Academy Pay Policy
- Support staff with a range of strategies to improve performance where it falls short of the career stage expectations and escalate concerns accordingly
- Ensure that communication is effective and positive
- Effective organisation of work, people and resources to ensure the efficient and smooth running of the department
- Organise and manage the work of the team to support the development of a shared vision, ensuring the contribution and commitment of the team to move the department forward
- Support, challenge, motivate and guide the team in their individual and collective roles
- Effectively chair department meetings
- Coach team members in their role to improve their effectiveness to positively impact on outcomes for all learners

## **To develop your own, and faculty, knowledge, skills and expertise**

- Ensure compliance with statutory requirements within your own subject and the faculty
- Ensure the appropriate inclusion of ICT in the faculty scheme of work, facilitating staff training and support as required
- A commitment to your own personal and professional development to enable you to operate effectively in the role of Director of Learning for the subject area

## **To support and contribute to whole Academy developments**

- Make positive contributions to the development and implementation of Academy policies
- Demonstrate commitment to planning and implementing strategies in line with the Academy priorities, policy and practice
- Liaise with external agencies as required
- Represent the views, interests and concerns of the teachers within your subject area
- Support the ethos of the Academy and implementation of policies in all aspects of the role
- Take responsibility for the strategic direction and development of the subject within the Academy
- Report to Trustees and the Chief Executive Officer if required
- Develop effective and positive relationships with parents by keeping them informed of developments in the subject area
- Ensure that parental engagement and communication remains a high priority within the faculty.
- Make contributions to relevant sections of the Academy Improvement Plan and SEF

## **Community**

- Develop professional relationships with Academy and Trust stakeholders, and persons or bodies outside the Academy
- Act as an ambassador for the Academy community, to support the Academy and Trust's distinctive aims and ethos and to encourage staff, students, parents and stakeholders to follow this example
- Promote the Academy and the Trust positively with the local community

## **Teaching**

- To accept responsibility for a teaching commitment of approximately 20 hours per week (pro-rata) leading by example in all matters relating to the teaching commitment

**Appraisal or review of performance:**

- Secure high standards of teaching and student learning through active participation in the Academy's Performance Management review procedures
- Continuously engage with Academy or Trust CPD to develop your professional practice
- Take responsibility for your own professional development and continuously strive for improvements
- Conduct the appraisal or review of any other teacher's performance where you are identified as the reviewer

**Other Duties**

- To support the Academy during social times in accordance with the Academy duty rota
- To attend relevant meetings outlined on the Academy calendar
- To attend relevant parent consultation evenings and days as outlined in the Academy calendar
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above
- To comply with the Academy Safeguarding arrangements at all times and provide personal documentation or details to facilitate any checks that are required
- To be aware of, and comply with, the Academy's policies
- To attend and perform in accordance with the Academy expectations

**Freebrough Academy and Teesside Learning Trust are committed to Safeguarding and promoting the welfare of children and young people.**

**All appointments are subject to satisfactory checks prior to and throughout the duration of employment.**

**All checks are mandatory and must be completed to the satisfaction of the Trust before a conditional offer of employment is confirmed.**

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This 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 will be reviewed regularly and it may be subject to modification or amendment at any time. This job description does not form part of the contract of employment. It describes the responsibilities that the post holder is expected to perform.