

YSGOL RHOSNESNI HIGH SCHOOL LEARNING MANAGER JOB DESCRIPTION

NAME OF POSTHOLDER:

CURRICULUM AREA: Science

Accountable to: SLT LINK

Accountable for: All aspects of teaching, learning, behaviour and progress in Science

CORE FUNCTION:

To carry out the general and specific duties as set out in the current 'School Teachers Pay and Conditions' document and the Code of Professional Conduct and Practice for Registered Teachers. To lead and manage the department, demonstrating and ensuring high quality teaching, effective use of resources, and improved standards of learning, progress, behaviour and attainment of all pupils. To be accountable for standards within the subject, including examination performance, teacher assessment data and reporting. To support, hold accountable and develop staff within the subject area.

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SUBJECT

In line with the existing school policies, vision and ethos, the Learning Manager will create, develop and implement improvement plans and self evaluation documentation, as well as implementing school, local, regional and national priorities. In addition the Learning Manager will:

- *Chair departmental meetings ensuring that whole school standard items are discussed and actioned.
- *Attend Learning Manager's meetings, Middle Leaders briefing and SLT Line Management meetings.
- *To use available data to plan and deliver appropriate support, intervention and challenge to all pupils.
- *Continually monitor and evaluate progress made against targets, and implement appropriate strategies to ensure achievement.
- *Establish a clear, shared understanding of the role of the subject in everyday life and its contribution to the social, spiritual, moral, cultural, mental and physical development of pupils.
- *Ensure capacity for future improvement is inherent in everyday practice.

STANDARDS OF TEACHING, LEARNING AND PROGRESS

- *Ensure curriculum coverage, continuity and appropriate progression within the subject for all pupils including ALN, MAT, EAL, and FSM.
- *Ensure that the curriculum is suitable, contemporary and relevant for all pupils.
- *Ensure that all lessons within the department follow the WMARL structure
- *Ensure that Literacy, Numeracy and Essential Skills are embedded in all lessons within the department.
- *Set aspirational targets for staff and pupils, and ensure all staff have high expectations of pupils and themselves.
- *Evaluate the quality of teaching and learning within the department, identify and share good practice and take action to address areas of concern.
- *Ensure homework is set and in line with RHS policy in terms of frequency, content and assessment.

*Ensure that all staff within the department manage and deal with incidents of poor behaviour, attendance and punctuality consistently and effectively in accordance with established RHS protocols.

LEADERSHIP AND MANAGEMENT OF STAFF

*Establish clear expectations and constructive working relationships both within the department and school wide.

*Sustain own motivation and that of other staff within the department.

*Set and monitor relevant Performance Management targets for staff within the department.

*Monitor and where needed act upon the attendance of colleagues within the department.

*Ensure that trainee and newly-qualified teachers are appropriately trained, monitored, supported and assessed.

*Ensure all staff receive appropriate CPD.

*Work closely with SLT link to ensure effective communication of departmental activity and progress.

RESOURCE MANAGEMENT

*Use available accommodation to create an effective, inspirational, safe environment for teaching and learning.

*Effectively manage internal/ external testing / examination entries and moderation.

*Ensure that learning continues when departmental staff are absent.

*Ensure the finances of the department are managed effectively.

*Ensure staff within the department has appropriate resources to teach effectively.

* Contribute to the interview and selection of staff for the department.

In addition to the above, the Learning Manager will be expected to perform, in accordance with any directions which may reasonably be given by the Headteacher, such duties as may reasonably be expected of Middle Management, and is therefore not an exhaustive list of tasks, responsibilities or procedures.