



JOB DESCRIPTION

Name:

Post Held: Director of Learning

Responsible to:

KEY DUTIES, RESPONSIBILITIES and VALUES

Safeguarding

- To uphold the values of Keeping Children Safe in Education Part 1 (September 2016).
- To work with the SLT and external agencies to prevent extremism.
- To report any safeguarding concerns to the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL).
- To maintain the confidentiality of student and staff personal data at all times.
- To support in the completion of risk assessments within your faculty area.
- To adhere to the College's Health and Safety Policy to ensure a safe working environment for staff, students and visitors.

Strategic Leadership and Vision for your Faculty

- To be responsible for results within your faculty.
- To translate the vision of the College into an Operational Impact Plan for your faculty area which contributes to the CDP.
- To develop a strong ethos and culture of achievement across the faculty.
- To lead by example and be an inspirational and motivational role model for staff and students.
- To support staff in all aspects of their role including contributing to Continuing Professional Development (CPD).
- To demonstrate and share enthusiasm for the subjects you lead.
- To continually improve educational standards in your faculty.
- To monitor and evaluate curriculum, teaching and learning and progress data for your faculty.
- To update your line manager and the Principal regarding innovation in curriculum areas that you lead.
- To keep up-to-date with curriculum and pedagogical development within the faculty area.
- To annually produce a Faculty Impact Plan and review this on a termly basis.
- To effectively and efficiently manage the faculty budget to ensure best value for money.
- To promote visits and trips within your faculty area.
- To be available throughout all Parents' Evenings to support staff in your faculty and to address any issues as they arise.
- To take on any additional responsibilities which might, from time to time, be reasonably determined.

Achievement and Standards

- To quality assure data and ensure that it is used to improve the progress of every student.
- To ensure that all staff follow the College Marking Policy in order to maximise progress.
- To ensure that appropriate procedures are in place to moderate teacher assessments and student work.
- To recognise and reward students who are making good progress through the DSTC Star reward system.
- To complete an analysis of attainment and progress data each term for all year groups.
- To work alongside the Raising Standards Leaders to plan, monitor and evaluate interventions for students who are underachieving.

Teaching and Learning

- To be responsible for the planning, monitoring and evaluation of learning within the subject you lead eg lesson observations and work scrutiny.
- To support College strategies to ensure high standards of behaviour within lessons and around the College.
- To be responsible for the level of challenge in lessons and across your faculty in order that all students make at least expected progress.
- To ensure that all staff across the faculty are providing personalised strategies and differentiated tasks in lessons in order that all students make at least expected progress.
- To ensure that department training supports the learning priorities within the faculty.
- To ensure that appropriate cover work is set for absent staff.
- To effectively manage resources across your faculty area.
- To collaborate with other professionals and agencies to improve outcomes within your faculty area.
- To ensure that displays are regularly updated and are fit for purpose.

Curriculum

- To ensure that curriculum plans are differentiated to meet the needs of all learners.
- To regularly review schemes of learning to ensure that they are relevant and up-to-date.
- To provide opportunities to develop students' Reading, Writing, Communication, Mathematics (RWCM) skills.
- To ensure that curriculum plans take into account students' Social, Moral, Spiritual and Cultural development.
- To embed the Co-operative and British Values into the curriculum.
- To liaise with the Examinations Officer to ensure that accurate, timely and appropriate entries for all public examinations are made.
- To prepare guidance materials to help families support their child's learning.

Leading and Managing Staff

- To be responsible for the day-to-day management of staff within your faculty area.
- To promote teamwork and motivate staff to ensure effective working relationships.
- To challenge underperformance and support staff as appropriate.
- To support the development of colleagues through coaching and mentoring.
- To set agendas and chair meetings within the faculty.
- To participate in the interview process for the recruitment of new staff.
- To support the induction of new staff.
- To participate in the support of trainee teachers.
- To be responsible for the Performance Management of the staff within your faculty as allocated.
- To maintain the highest standards of professional integrity at all times.
- To take pride in the achievements of staff within your faculty area.
- To maintain the highest professional standards in all forms of communication at all times.

Values as a member of CLT

CLT members are expected to be excellent:

- Strategic leaders, working to improve standards at whole school level and in their faculties and year groups.
- Team leaders, capable of building a successful team and getting the best out of colleagues.
- Leaders of students, commanding respect and being a positive presence around the College. At the heart of their work should be the desire to build self-esteem, imbue moral values and motivate the students to do their best.
- Managers, highly organised and operating efficiently and effectively in all areas of their work.
- Communicators with a high degree of emotional intelligence.

CLT members should demonstrate the following at all times:

- The highest professional practice in all areas of their work and, in particular, be good or outstanding practitioners.
- Loyalty to the CLT team by delivering CLT strategies and agreed actions in a positive and consistent manner.
- Creative thinking including being prepared to take risks and to innovate.
- Energy creators: demonstrating a positive mental attitude around the College and in all areas of their work.

This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

Signed Date
(Principal)