



QUEENSBURY SCHOOL

JOB DESCRIPTION

Job Title:	Director of Learning: Communications		
Base:	Queensbury School		
Reports to:	Assistant Principal	Salary	L6 – L10
Staff Responsibility for:	All staff within the English and Languages Department		

JOB PURPOSE SUMMARY:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence.

JOB PURPOSE

To provide inspiring and purposeful leadership for learners within the Communications Faculty.

To work in partnership with the Chief Executive, Principal, Senior Leadership Team, Local Governing Body, Trust (FET), staff, learners and parents in generating the ethos and values which underpin the school enriched by mutual care and respect extending into the local community.

To work within the overall aims and objectives of the trust and the school.

Promote and deliver the priorities and policies of the school by contributing to School Improvement and Development Planning, by consistently and persistently implementing agreed policies and initiatives and adhering to the school's ethos within and beyond the school.

Liaise, as required, with a range of educational partners, internal and external, to underpin the raising of learner attainment.

Support the school's home and community liaison work through appropriate participation in events.

In addition to their role, and working under the Assistant Principal, the Director of Learning: Communications will:-

1. Leadership

- a. Be responsible for the organisation, teaching, assessment and development of his/her subject/s throughout the school, ensuring that each learner is encouraged to develop their potential to the full in a climate of 'positive achievement'.
- b. Foster a lively and enthusiastic atmosphere within the faculty for both learners and staff.
- c. Take responsibility for the involvement of staff in the life of the faculty.
- d. Take responsibility for own professional development.

2. Management of Teaching Staff

- a. Lead, train, coach and develop colleagues in the faculty.
- b. Assist colleagues in the planning and delivery of schemes of work and to provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different learners.
- c. Guide and support colleagues in the management of learners in the classroom in line with the school's Behaviour Policy.
- d. Recognise and utilise the strengths of each member of the faculty by differentiating and delegating tasks appropriately.
- e. Hold faculty meetings and to keep records of matters discussed and decisions taken.
- f. Ensure that work is provided for classes of absent colleagues and that cover is arranged in accordance with the school's agreed procedures.
- g. Liaise with the Principal on present and future faculty staffing matters including recruitment, induction, current responsibilities, professional review and development.
- h. Support the school's programmes for New Staff induction, NQT induction and Initial Teacher Training.
- i. Take a lead role in the professional review of colleagues in the faculty.

3. Management of Learners

- a. Organise learners into appropriate teaching groups.
- b. Provide schemes of work that ensure continuity and progression in the subject/s for all learners, including those of high ability and those with learning support needs.
- c. Identify, after consultation with colleagues, able and talented learners and those with learning support needs and arrange appropriate support, intervention and action.
- d. Devise a departmental policy for rewarding achievement in line with the school's Rewards Policy.
- e. Promote Personalised Learning by encouraging the use of teaching and learning strategies which develop the competence and confidence of every learner.
- f. Organise the setting and marking of school examinations and supervise entries for public examinations.
- g. Provide careers advice relevant to the faculty.
- h. Initiate and foster extra-curricular activities which widen learners' appreciation of the subject/s and contribute to the general life of the school.

4. Management of Resources

- a. Estimate and manage the faculty budget.
- b. Assess needs and priorities in accommodation, advising the Principal on the optimum use of existing rooms as well as future requirements.
- c. Plan and administer the development and storage of equipment, books and other resources, advising on the security needs of the faculty and keeping a record of stock and equipment.

- d. Supervise the faculty area, fabric, facilities and resources.
- e. Assess all areas of faculty responsibility from a Health and Safety viewpoint, in liaison with the Business Manager.
- f. Ensure that faculty rooms present stimulating environments which help to influence learners' attitudes positively towards the subject/s.

5. Planning and Development

- a. Plan and co-ordinate the work of staff in the faculty and disseminate information efficiently.
- b. Plan, implement and review syllabuses, teaching schemes, assessment policies and reporting procedures in accordance with school aims, policies and practices.
- c. Set expectations and targets for staff and learners in relation to standards of learner achievement and the quality of teaching.
- d. Keep abreast of current developments in the subject/s area and adapt curriculum content and methods of teaching, assessment and examination as appropriate.
- e. Consider such developments in the context of the school's philosophy for the curriculum as a whole.

6. Monitoring and Evaluation

- a. Analyse and interpret relevant national and school data to inform policies, practices and teaching methods.
- b. Monitor teaching standards in the faculty and use this analysis to identify both effective practice and areas for improvement.
- c. Ensure learners' work is regularly assessed and that homework is set and marked in line with school policy.
- d. Use information gained from assessment, recording and reporting procedures to generate further improvement in learner achievement.

7. Communication and Liaison with other Colleagues

- a. Represent the subject/s, the faculty or the school in appropriate meetings.
- b. Ensure the line manager and Principal are informed on all issues concerning the faculty.
- c. Liaise with the business support team in all matters concerning administration, health and safety and external agencies.
- d. Liaise with the student support team in respect of learner records, rewards and sanctions.
- e. Liaise with the examinations team in all matters relating to external examinations.
- f. Maintain effective relationships with other middle and senior leaders in the school.
- g. Maintain appropriate links with teaching colleagues in all Feversham Schools.
- h. Liaise with other schools, local employers, post 16 and post 18 education providers as appropriate.
- i. Maintain appropriate links with partner primary schools.

8. Communication with Parents/Carers and the Wider Community

- a. Establish a partnership with parents/carers to involve them in their child's learning of the subject/s.
- b. Provide information for parents/carers about curriculum, attainment and progress, ensuring that the faculty is appropriately represented on Consultation Evenings.
- c. Oversee the faculty input to Personal Records for learners.
- d. Assist the student support teams in preparing information for parents/carers, when requested, on the attainment, progress and effort of individual learners.
- e. Develop effective links with the wider community, including business and industry, in order to extend the subject/s and enhance teaching and learning.

9. Other

- a. Take responsibility for a whole school initiative in discussion and agreement with the Principal.
- b. Be part of the extended leadership team and carry out the responsibilities associated with it.
- c. Take responsibility for promoting and safeguarding the welfare of the children and young people in school.
- d. Carry out any other reasonable duties given by the Principal.

This appointment is with the Governing Body of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

PERSON SPECIFICATION

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Staff Responsibility for:	All staff within the English and Languages Department		

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
QUALIFICATIONS				
1.	A degree in the relevant subject.	E	✓	
2.	Qualified Teacher Status.	E	✓	
3.	Evidence of continuous professional development.	E	✓	✓
4.	Middle Management qualification.	D	✓	
EXPERIENCE				
5.	Track record of delivering good and outstanding teaching.	E	✓	✓
6.	Successful and sustained delivery of good and outstanding achievement.	E	✓	✓
7.	Use of innovation & creativity to engage, enthuse & progress learners.	E	✓	✓
8.	Experience of partnership working and collaboration within a school or local authority context.	E	✓	✓
9.	Effective management of people and team of professionals within a school setting.	E	✓	✓
10.	Use of data to plan and implement intervention strategies to raise academic performance.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
11.	Developing and leading strategies to sustain whole school improvement.	E	✓	
12.	Leading the delivery of coaching and INSET sessions to support the professional development of others.	E	✓	
ABILITIES, SKILLS AND KNOWLEDGE				
13.	Ability to teach English/Languages to GCSE standard.	E	✓	✓
14.	Ability to teach English/Languages to A Level standard	D	✓	
15.	Ability to coach and motivate professionals, individually and within groups, to achieve individual and collective targets.	E	✓	✓
16.	Ability to develop and disseminate effective learning and teaching and classroom management strategies.	E	✓	✓
17.	Ability to communicate, orally and in writing, with a range of people and groups.	E	✓	✓
18.	Knowledge of effective intervention strategies to raise attainment.	E	✓	✓
19.	Ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes.	E	✓	✓
20.	Knowledge of curricula, specifications and assessment criteria of the leading subjects within the relevant faculty.	E	✓	✓
21.	Ability to prioritise conflicting demands.	E	✓	✓
22.	Ability to use ICT and technology in the classroom to deliver engaging lessons and monitor student progress effectively.	E	✓	✓
23.	Possesses the necessary ICT skills to develop, manage and report on performance data.	D	✓	✓
PERSONAL QUALITIES				
24.	A passionate belief in the school's mission statement.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
25.	Commitment to delivering after-school and pre-exam sessions as required, in addition to enrichment opportunities for learners.	E	✓	✓
26.	A strong belief in the value of education in developing citizens.	E	✓	✓
27.	Highly organised, literate and articulate.	E	✓	✓
28.	Highest levels of professional and personal integrity.	E	✓	✓
29.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
30.	Personal resilience, persistence and perseverance.	E	✓	✓
31.	Commitment to the pursuit of continuous professional development by oneself and others.	E	✓	✓
32.	Sympathetic to and supportive of the ethos, vision, values and mission of Feversham Education Trust (FET).	E	✓	✓