



## Director of Learning / Head of Maths

### Job Description

<b>Post Title</b>	<b>Director of Learning (DoL) / Head of Maths</b>
<b>DoLs are required to meet the Teaching Standards, school expectations (see Appraisal Policy) and requirements of their TLR</b>	
<ul style="list-style-type: none"> <li>• Develop and lead an appropriately broad, balanced, relevant and differentiated curriculum for students across the subject.</li> <li>• Ensure good or better quality teaching and learning within the subject area, leading aspects of appraisal.</li> <li>• Lead the department in continuous improvement in teaching and the development of creative and engaging approaches.</li> <li>• Monitor and support the overall progress and development of students as a Teacher and/or Form Tutor and as Head of Maths.</li> <li>• Facilitate and encourage a learning experience which provides students with the opportunity to develop their learning skills, achieve their individual potential and meets their individual needs.</li> <li>• Monitor the work of the department to ensure it has an impact on raising standards of student attainment and progress.</li> <li>• Remove barriers to good outcomes</li> <li>• Ensure the department contributes positively to valuable qualifications for students and good outcomes.</li> <li>• Share and support the school's responsibility to provide opportunities for personal and academic growth.</li> <li>• Show all children that they are valued.</li> </ul>	
<b>Reporting to</b>	Line Manager in SLT
<b>Responsible for</b>	Successful teaching and learning in the department. Leadership of more junior TLR holders in the subject areas. Teachers in the department.
<b>Liaising with</b>	Other members of the department, Headteacher / SLT, teaching/support staff, LA representatives, external agencies, Governors and parents (as required).
<b>MAIN ACCOUNTABILITIES</b>	
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>• Coordinate the development of appropriate syllabuses, resources, schemes of work/learning, marking policies and learning and teaching strategies in the department.</li> <li>• Contribute to the department's development plan and its implementation.</li> <li>• Monitor, plan and prepare courses and lessons which will provide a positive learning experience for students in line with the Teaching and Learning Policy.</li> <li>• Take a leading role with other faculty leaders in contributing to the whole school's planning activities.</li> <li>• Actively contribute to the delivery of the whole school targets.</li> </ul>
<b>Curriculum Provision</b>	<ul style="list-style-type: none"> <li>• Ensure that the curriculum area provides a range of teaching and learning opportunities which complement the school's strategic objectives and are in line with the Teaching and Learning Policy.</li> <li>• Lead and monitor the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.</li> </ul>

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## Director of Learning / Head of Maths, Job Description continued

<b>Staffing</b>  <b>Staff Development</b>  <b>Recruitment/ Deployment of Staff</b>	<ul style="list-style-type: none"> <li>• Contribute to the school's staff development programme for further training and professional development.</li> <li>• Lead and continue personal development in the relevant areas including pedagogy and practice as well as subject knowledge.</li> <li>• Engage actively and lead some areas of the Performance Management Review process.</li> <li>• Ensure the effective/efficient deployment of classroom support.</li> <li>• Ensure positive and effective working relations with staff and students across the department.</li> </ul>
<b>Self-Evaluation</b>	<ul style="list-style-type: none"> <li>• Engage in self-reflection to identify personal strengths and areas for development.</li> <li>• Take a leading role in the designated area to the process of monitoring and evaluating the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria.</li> <li>• Review, from time to time, methods of teaching and learning and programmes of learning.</li> <li>• Lead and coordinate the review, development and management of activities relating to the curriculum, organisation and student support functions of the school.</li> <li>• Monitor and quality assure the assessment, recording and reporting process in the department and monitor the impact of work on standards.</li> </ul>
<b>Management Information</b>	<ul style="list-style-type: none"> <li>• Maintain and coordinate appropriate records and provide relevant accurate and up-to-date information for the school's Information Management System.</li> <li>• Ensure the department completes the relevant documentation to assist in assessing students' achievements.</li> <li>• Evaluate and respond to the assessment of student progress and use this information, along with knowledge of students' targets, to inform management action, teaching and learning and intervention.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Communicate effectively with students and staff.</li> <li>• Communicate effectively with the parents of students.</li> <li>• Where appropriate, communicate and co-operate with persons or bodies outside the school (eg exam bodies and governors).</li> <li>• Follow agreed policies for communications in the school.</li> <li>• Ensure the department meets exam regulations and protocols.</li> </ul>
<b>Marketing and Liaison</b>	<ul style="list-style-type: none"> <li>• Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Information Evenings and liaison events with partner schools.</li> <li>• Contribute to the development of effective subject links with external agencies.</li> <li>• Be constantly aware of the school profile in the local community and enhance this wherever possible.</li> </ul>
<b>Environment and Resources</b>	<ul style="list-style-type: none"> <li>• Ensure that the curriculum area provides an exciting, stimulating and informative environment for learning</li> <li>• Identify resource needs and contribute to the efficient/effective use of resources.</li> <li>• Ensure the sharing and effective usage of resources to the benefit of the school, department and students.</li> </ul>

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## Director of Learning / Head of Maths, Job Description continued

<b>Student Support System</b>	<ul style="list-style-type: none"> <li>• Promote the personal development, general progress and well-being of individual students and of the form group as a whole.</li> <li>• Be a Form Tutor to an assigned group of students.</li> <li>• Act as an academic mentor to students in your form group.</li> <li>• Liaise with your Head of Year on a regular basis to ensure the implementation of the school's student support system.</li> <li>• Register students, accompany them to assemblies, teach PSHE, encourage their full attendance at school, at all lessons and their participation in other aspects of school life.</li> <li>• Actively participate in identifying and celebrating student achievement.</li> <li>• Evaluate and monitor the progress of students through progress data and support students in your form to make improvements.</li> <li>• Contribute to the preparation of school reports, progress reviews and other reports.</li> <li>• Alert the appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.</li> <li>• Communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff and with due regard to confidentiality.</li> <li>• Apply the school's behaviour and reward systems so that effective learning can take place.</li> </ul>
<b>Other specific duties</b>	<ul style="list-style-type: none"> <li>• Undertake any other duty as specified by STPCB not mentioned in the above.</li> <li>• Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</li> <li>• Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</li> </ul>
<p><b>Please note that...</b></p> <ul style="list-style-type: none"> <li>• whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• the school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</li> <li>• this job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</li> </ul>	

January 2018