



HOE VALLEY SCHOOL

DIRECTOR OF TEACHING AND LEARNING

JOB DESCRIPTION & PERSON SPECIFICATION

THE SCHOOL

"Hoe Valley School is an inspiring environment at the heart of its community where every student's experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve to their highest potential."

Hoe Valley School is:

- An oversubscribed secondary school which opened in September 2015 to serve the local community of South Woking
- Committed to knowing all of our students' talents and strengths and their areas for development. This allows us to personalise the curriculum to stretch and motivate all of our students
- Following the national curriculum and offering an extended day which enables us to prioritise time for English and Maths and ensure all students complete their homework during the school day
- A Google School with ICT fully embedded in all curriculum areas
- Employing outstanding, experienced teachers and teaching assistants
- Committed to learning which is relevant with links to the 'real world' of business, higher education and the local community
- Currently located in the green space of Woking Park close to Woking Town Centre and Station
- Moving to a state of the art new School in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have an excellent work / life balance by having minimal paperwork and slick systems, by offering bespoke CPD programmes including buddying with peers in local outstanding Schools and by fully trusting our staff to deliver excellent outcomes

THE ROLE

We are looking for a passionate, talented and rigorous practitioner to join our dedicated team in leading exceptional teaching and learning across the school. This is a high profile position, reporting into the Head Teacher, and working closely with Heads of Faculties to ensure there is no wasted learning time across the school and no islands of poorer practice. The successful candidate will be a fantastic teacher who delights in coaching others, who encourages reflective practice and who prides themselves on being up to date on the latest educational research.

Our Director of Teaching and Learning will be an inspirational teacher with a proven track record of working effectively with teachers at different stages in their careers. They will be optimistic, creative, innovative, rigorous and have an infectious enthusiasm for learning. They will launch and monitor whole school initiatives to improve the quality of teaching which may include areas such as assessment for learning, metacognition or effective feedback.

We particularly welcome applications from teachers who specialise in Computer Science, Maths, Media Studies, Music, Art, Religious Education and German. We also welcome applications from candidates who wish to work flexibly.

CORE RESPONSIBILITIES (IN ADDITION TO TEACHERS' STANDARDS)

Leading Teaching and Learning:

- To ensure the quality of teaching and learning across the school is consistently high with no 'islands' of poorer practice
- To model exceptional teaching in their own practice
- To monitor learning walks so they are frequent, meaningful, 'owned' by all members of staff and to ensure feedback is acted on
- To plan whole school CPD days alongside the Head Teacher
- To lead the quality assurance of lessons with Heads of Faculties by pulling together evidence from observations, learning walks and curriculum reviews
- To ensure the 'HVS6' ingredients are delivered meaningfully and consistently across the school - see <http://www.hoevalleyschool.org/key-stage-3/>
- Tracking and reporting on teaching and learning and CPD across the school
- To monitor the development of all teachers via CPD, mentoring and paired observations
- To ensure teachers who are not effective are on an appropriate programme to improve their practice
- To develop effective teachers so they are exposed to exceptional practice
- To keeping up to date with the latest cutting edge research and technologies to improve teaching and learning
- To explore best practice in teaching and learning outside of HVS and cascade this across the school
- To model exceptional teaching and leadership traits at all times via an 'open door' teaching policy

Leading Progress and Attainment

- To ensure assessment, feedback and monitoring is SMART, accurate and clearly moves students' learning on across all teachers within the faculty
- To lead and attend internal and external meetings as required
- To feedback to students and parents / carers in line with the school policy

Leading Behaviour and Safety

- To ensure the absolute safety of all students on and off site
- To model and enforce excellent standards of behaviour
- To monitor students achievement, attendance, uniform, punctuality and behaviour and to respond promptly to issues in line with the school's policies

Leading School Improvement

- To contribute to the School Development Plan and School Evaluation Cycle
- To attend Senior Leadership Team meetings and Governor meetings as appropriate
- To embody the school's values both on and off site
- To monitor allocated budgets and ensure value for money at all times
- To coach and mentor colleagues as appropriate

PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
Qualifications & Competencies		
A bachelor's degree at a 2.1 or higher	Evidence of other relevant CPD qualifications	Application form
Qualified teacher status through a PGCE, GTP or other international equivalent		Application form
Experience		
Excellent subject knowledge in relevant disciplines		Application form & interview
Experience of designing and delivering exciting, challenging and personalised lessons		Application form, interview & reference
Evidence of holding high aspirations for young people		Application form & interview
Experience of giving high quality lesson feedback to colleagues	Evidence of whole school leadership	
Evidence of delivering excellent outcomes for students		Application form, interview & reference
Experience of giving high quality formative and summative feedback	Experience of coaching teachers	Application form, interview & reference
Some experience of leadership within a school	Evidence of leading a team of teachers effectively and challenging underperformance	Application form & interview
Evidence of continually improving outcomes for students in terms of attendance, punctuality and student wellbeing		Application form & interview
Ability to write reports / present data in a clear and informative way	Ability to analyse information and spot trends/identify areas for improvement	
Skills and Attributes		
<p>Alignment with HVS Values:</p> <p>C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect</p> <p>I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work</p> <p>R – Resilience: Not giving up when times are tough, demonstrating endurance</p>		Application form, interview & reference

<p>C - Community : A strong sense of responsibility to the community to improve the quality of the local environment for its residents</p> <p>L - Leadership : show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively</p> <p>E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning</p>		
Excellent organisation skills with the ability to multi-task and effectively prioritise		Application form, interview & reference
Strong attention to detail where only the best is good enough		Application form, interview & reference
Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference
Ability to adapt to find practical solutions to problems		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Good level of physical fitness		Interview & reference
Commitment to the ethos of the School		Application form & interview
Safeguarding		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		