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**JOB DESCRIPTION**

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| **JOB TITLE:** | Director of Learning |
| **GRADE:** | H5 starting salary (£19,819 + £857.00 Fringe - Term Time only)  Actual starting salary £17,169.86 |
| **PURPOSE:** | Under the direction of SLT, be responsible for the academic and pastoral progress of students in Year 7, a cohort of 120 |
| **REPORTING TO:** | SLT Link |
| **STAFF REPORTING**  **TO JOB HOLDER:** | None |
| **CONTACTS WITHIN SCHOOL:** | SLT/Student Support Manager; Learning Managers; other DoLs; all Heads of Department, Student Support Team |
| **MAIN TASKS & RESPONSIBILITIES:** | * Have accountability for leading, managing and developing a successful Year 7 cohort * Work in partnership with SLT to ensure students have a smooth transition from primary school, which in turn, ensures they are making excellent progress in Year 7 * Closely monitor and support the overall and individual progress and development of all students in Year 7 to achieve or exceed their targets * In partnership with the Senior Leader, take a central role in intervention meetings with Heads of Department, subject staff and Learning Managers (form tutors) to promote progress and effective intervention, undertaking academic mentoring/coaching, monitoring, liaison with SLT, HoDs, subject staff, home and other agencies as appropriate and showing effective impact * Following each tracking cycle, review assessment data and co-ordinate intervention across the year group, keeping LMs, subject teachers, HoDs, parents and SLT informed of action taken and the impact of strategies * Formally report progress, interventions and impact to SLT link and Trustees at key points in the academic year * Lead the Year 7 Learning Managers team, including rigorous and effective team meetings – identify the purpose, circulate an agenda and minutes – focussed on learning, teaching, interventions and academic support for students * Set targets and monitor attendance and punctuality for students * Monitor individual student targets and progress, maintaining a central record of assessment data and targets to monitor the progress of students and the effectiveness of the team – Identify intervention, support and show impact of strategies for all vulnerable groups * Lead on identifying rapid and sustainable support for students requiring intervention, including those students underperforming, and those who would benefit from additional/alternative programmes * Promote all of the extra opportunities offered to students and the additional support packages, to support their chosen next steps. Monitor the impact this has and ensure that appropriate students take up the opportunities available to them * Establish and maintain close contact with home as part of improving student progress * Lead by example in administering the school’s code of conduct in a fair and equitable manner, remaining approachable to students who have behaviour difficulties * Actively support and provide the school’s ethos of restorative justice * Lead on, in partnership with SLT, transition work with our feeder Primary Schools, ensuring a smooth transition from Year 6 to Year 7 * Maintain high visibility/profile with students throughout the school day, and promote whole school policies of behaviour and attendance * In partnership with the Academy’s Attendance Officer and Learning Plus Team, ensure attendance and punctuality is monitored and followed up where necessary with attendance reports, action plans and show impact of interventions put in place (liaise with Learning Managers and subject staff) * Engage external agencies in supporting the individual needs of students as appropriate * Develop Support Plans and Contracts as appropriate, communicating with parents or carers in such instances * Lead on ensuring that all parents receive appropriate information, including annual information sessions for parents * Promote activities for students that create a sense of belonging to the school * Ensure that pastoral records for the year group are thoroughly maintained and updated * Support staff in ensuring that each department takes full ownership of their behaviour management and achievement of students in subject areas * Consistently communicate the school vision to members of the team * Assist the Student Support department in identifying, monitoring and supporting students in line with the SEN Code of Practice * Organise events relevant to the year group * Undertake rigorous and effective appraisal, in line with Trust policy * Undertake rigorous and effective year group self-evaluation within a planned cycle of regular observation/feedback to colleagues; (book looks and interviews with students) in line with school policy * Meet regularly with other Directors of Learning to identify good practice and share effective achievement and welfare strategies * Undertake regular learning walks and supervision periods in the Isolation room as directed. * Undertake lunch duties to run a range of activities for students (lunch breaks are taken at a different time to the whole school) * Direct, manage and oversee ATM sessions including the mentoring of students, ensuring that Learning Managers deliver and have the materials to deliver effective tutoring and mentoring sessions * Organise and oversee assemblies, and ensure the appropriateness of the content delivered in connection with the themes of the week and important land marks for the students * Implement Trust policies and procedures e.g Equal Opportunities, Health & Safety etc |
| **KNOWLEDGE, EXPERIENCE & TRAINING:** | * Strong written and oral communication and team player * Calm under pressure with strong interpersonal skills * Experience in dealing with young people in a busy environment * Excellent time manager with the ability to work to tight deadlines * Highly organised and efficient * The ability to communicate effectively * Excellent interpersonal skills * The ability to demonstrate initiative * Proven ability to build positive relationships with students * Strong team member * Ensures they, and others, follow the policies, systems and procedures of the school. * Understand the importance of confidentiality * Evidence through DBS check and recruitment, process of suitability for working with young people |
| **OTHER SPECIFIC DUTIES:**  • To continue personal development as agreed at appraisal reviews  • To engage actively in the appraisal review process  • To address the appraisal targets set by the line manager each Autumn Term  • To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example  • To support the school in meeting its legal requirements for worship  • To promote actively the school’s corporate policies  • To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate  • To show a record of excellent attendance and punctuality  • To adhere to the school’s Dress Code  • To undertake any other reasonable duty delegated by the Principal | |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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.

This job description is current at the date shown, but following consultation with you, may be changed by Governors to reflect or anticipate changes in the job which are commensurate with the salary and job title.

AGREED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Job Holder) DATE:

AGREED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Line Manager) DATE: