



Job Description: Lead Learner

Responsible to: SLT link

Job purpose: To lead the curriculum team in providing high standards of teaching and promote a positive learning environment across the whole Team.

Responsible for: The academic achievement and wider experiences of students within the curriculum subject(s).

Main Duties and Responsibilities

The duties and responsibilities outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Together with the Senior Tutor

- Establish clear expectations of student achievement and progress, through effective target setting and monitoring against national benchmark data.
- Help to build, communicate and implement a shared vision within the Team.
- By personal example and practice, establish clear expectations and standards for both staff and students in line with the Team's and Academy's policies and values.

Establish a positive and vibrant Team identity, focused upon high expectations, strong identity and positive attitudes.

Lead, as appropriate, Team meetings, assemblies, etc.

Contribute to the Appraisal of staff within the Team, in relation to their role as a subject teacher and liaise with the ST.

Establish and support clear Team policies, to ensure consistency within and between teams.

Ensure that the Team's physical environment promotes and celebrates learning and achievement.

Be involved in decision making and policy development across the school and implement decisions taken.

Staff management

Encourage, facilitate and focus the Team's attention upon developing and maintaining a high standard of teaching and learning.

Establish clear and positive expectations and routines of teachers within the Team.

Monitor and evaluate the practice across the Team to celebrate good practice and ensure consistency.

Keep the Team informed of curriculum and pedagogical developments, at a local and national level.

Support the professional development of subject teachers, through Appraisal, inset, coaching, sharing good practice.

Ensure that the Team has ownership and understanding of whole school and Team policies.

Support subject teachers in matters of discipline and the maintenance of standards.

Monitor all information from teachers and check that action is taken where necessary, which may include liaison with the Student Support Team, and parents.

Establish a positive annual cycle of self-improvement in line with whole school policy : self-evaluation, Team Development Planning, Appraisal, monitoring and evaluation.

Ensure that individual teachers are aware and act upon data relating to the progress of their students.

Day to day management of staff within the Team and act as a positive role model.

Student progress

Ensure that students are appropriately taught and prepared for external exams across Key Stage 3, 4 and 5.

Monitor and evaluate the progress of students within the subject(s) against their potential using national benchmark data.

In support of teachers, ensure that they have access to monitoring data affecting students' progress eg attendance, punctuality, behaviour, achievement.

Coordinate, promote and celebrate activities / events that encourage and recognise achievement.

Ensure that the agreed values are clear to both teachers and pupils and that it is consistently applied.

Provide students with opportunities to feedback on developments and progress.

Communication with Parents

Establish effective and high quality communication between the mentors and parents.

Ensure that parents are informed of issues affecting the progress of their child.

Support and monitor mentors' communication with parents to ensure that they are engage in their child's education.

Oversee the reporting of progress to parents.

Oversee arrangements affecting student progress

Reporting and formal parent consultation

Attendance and punctuality

Achievement and progress data

Behaviour and rewards

Team assemblies and achievement events

Team events and activities

Dealing with incidents

Reporting curriculum achievement to students and parents

Transition of students at all key stages and primary liaison

Curriculum leadership

In liaison with subject leaders ensure that an appropriate curriculum is delivered by the Faculty for all pupils.

- Ensure that there is efficient and effective use of resources across the whole Team.
Advise on the timetable needs of the subject(s), including accommodation, groupings of students and deployment of teachers and TAs, etc.
Ensure that there are consistent routines, expectations and policies across the different subjects within the Team.
- Represent the Team's suggestions to SLT and Governors.

The post holder will have a shared responsibility for the safe guarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the school's financial regulations. This will involve complete monthly monitoring reports and where necessary liaison with the Finance Team.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Criminal Records Bureau.

Lead Learner – Generic Person Specification

Criteria	Essential	Desirable
Qualifications		
Relevant Degree	E	
Teaching Qualification	E	
Evidence of regular, relevant and recent professional development		D
Experience		
Substantial teaching experience with a track record of high achievement	E	
Experience of leading change in secondary schools	E	
Abilities, skills and knowledge		
A strategic and innovative thinker, with a vision for the Curriculum Team, and the ability to take a strategic view and learn with others to deliver improvement	E	
Ability to work with clear and measurable objectives to provide year on year improvement	E	
Ability to inspire high levels of student performance	E	
Demonstrate proven leadership qualities, with the ability to gain the confidence and respect of staff and motivate them to achieve highly		D
Ability to work within tight financial budgets	E	
High standards of communication and interpersonal skills, with the ability to build strong relationships with students, parents, staff, governors and the wider community	E	
Strong analytical skills, with a good knowledge of ICT systems to enable its use in department performance analysis.	E	
Ability to develop the use of ICT within Teaching and Learning	E	
Professional knowledge and understanding		
In depth knowledge of relevant curriculum area(s) and experience of monitoring and assessment methods	E	
Personal Qualities		
Ability to work co-operatively with colleagues of other disciplines	E	
Enthusiasm, energy and a positive approach toward leading students and staff	E	
A clear commitment to the principles of continuous professional development for staff as a means of raising achievement	E	

