**St Mary’s CE High School**

**Director**

**Job Description**

The School Teachers’ Pay and Conditions Document (Part XII) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

The standards for this post are identified in the School’s Appraisal and Pay Policies along with professional expectations.

**Salary Scale:** L Scale 8-13

**Accountable to:** The Head Teacher

**Line Manager:** Designated Senior Leadership Team Member

**Core Purpose of the Director:**

* To take responsibility for promoting and safeguarding the welfare of all children and young people at St Mary’s including all aspects of health and safety in the Teaching & Learning/Sixth Form/Inclusion Area
* To promote and actively uphold the Christian values of the School and ensure that the Christian ethos underpins all aspects of professional activity
* To work collaboratively with senior leaders to be part of the Extended Leadership Team (ELT) and contribute to strategic leadership and management of the school including responding to national and local changes in education/law pertaining to education
* To have a deep and thorough knowledge and understanding of the School, its performance data and strategic plans
* To provide professional leadership and management for an identified Teaching & Learning Area/Sixth Form/Inclusion Team and linked year group(s)
* To implement a high quality curriculum provision (including study support) that meets the needs of all learners and supports a wide range of progression pathways
* To ensure actively that all students, regardless of background or ability, are able to make at least good progress and attain above national expectations
* To ensure that the School’s strategic vision, values and ethos are intrinsic to the work of the Director and the work of the Teaching & Learning/Sixth Form/Inclusion Area
* Ensure that all professional activity positively impacts on the Teaching & Learning/Sixth Form/Inclusion Area improvement plans and targets to raise further standards of achievement.
* To be a budget holder for the Teaching & Learning/Sixth Form/Inclusion Area and ensure that resources are effectively and efficiently deployed to provide best value for money.

**Director Responsibilities as a Member of the Extended Leadership Team**

* Be accountable to the governors and Head Teacher by contributing to the vision and strategic leadership and management of the school ensuring that it is well led and managed to meet its strategic aims and performance targets.
* To actively contribute and promote the corporate status of the Extended Leadership Team supporting strategic discussions and colleagues and respecting the need for confidentiality
* To attend and contribute to meetings of the Extended Leadership Team and other school meetings, bringing to those meetings consideration of strategic and operational information relevant to the Teaching & Learning/Sixth Form/Inclusion Area and whole school responsibilities
* To undertake strategic planning in the production and implementation of the Strategic School Improvement Plan (SSIP)
* To prepare high quality documents, presentations and relevant materials for meetings to support items discussed and decisions both in relation to areas of personal responsibilities and the work of others
* Ensure that all professional activity positively impacts on the Strategic School Improvement Plans (SSIP) and whole school performance targets to raise further standards of achievement
* To undertake monitoring and evaluation functions which will inform regular and robust strategic review, tracking and improvement planning functions
* To attend meetings of governors when requested and to prepare information, documents and reports as required
* To actively encourage and support high levels of parent/carer engagement and partnership working with all aspects of students learning and school life
* To support and manage the maintenance of outstandingstudent discipline and behaviour for learning, including the support of staff who are developing behaviour management skills.
* To make a high quality contribution to School Collective Acts of Worship, services and assemblies and provide support for general collective acts of worship
* To attend whole school events and activities to support students, staff and parents/carers and promote the work of the School
* To have a high presence and profile around the School and take an equitable and active share of before/after school, lunchtime and break time duties
* To be available to contribute to effective and safe daily operation of the School
* To work with senior colleagues to deal with emergencies and to deal with unexpected incidents or sudden crises and emergencies
* Participate in and contribute to robust, high quality appraisal processes including identifying support and sharing good practice to promote professional development of colleagues
* Hold all team members and line managed staff robustly to account for their professional performance and student outcomes and provide performance reports to the HT and DHT i/c T&L as required.
* To evidence a commitment to professional research and reading to support personal professional development, the wider development of the vision for the School and strategic improvement planning.

**General Director Responsibilities:**

* Be accountable to the governors and Head Teacher by providing vision and strategic leadership and management of the Teaching & Learning/Sixth Form/Inclusion Area ensuring that it effectively and consistently meets its strategic aims and performance targets.
* Be responsible for strategic leadership and management of the subjects and year group that are associated with the Teaching & Learning/Sixth Form/Inclusion Area
* Develop practice that promotes and makes explicit, the School’s Christian ethos and provide opportunities for a daily act of worship for all students linked to the Teaching & Learning/Sixth Form/Inclusion Area
* Build upon established high quality provision of teaching and learning and pastoral care using personalisation to realise the full potential of all students
* Be responsible for ensuring the appropriate subject curricula and related accreditations are implemented in the T&L/Inclusion/Sixth Form Area to support outstanding quality of provision and a range of progression pathways that meet the needs of all students and allow them to achieve above national standards
* Be responsible for the implementation of effective intervention programmes linked to T&L Area/Inclusion subjects and/or year group focussed on achieving and boosting progress to above national expectations
* To promote high quality extracurricular and enrichment (including Study Support) provision to meet the needs of students and support aspirational attainment and progress targets
* Establish and model a positive learning culture that promotes Christian values, excellence, equality and inclusion, high aspirations and expectations for all students
* Be responsible for student behaviour in the T&L subject lessons/Sixth Form/ANR associated year group/students and promotion of outstanding behaviour and safety
* To implement, promote and uphold the School’s policies and model the very highest standards of professional behaviour and leadership and management
* Ensure that resources/human resources are efficiently and effectively used to achieve the School’s aims and objectives and for the day to day management, organisation and administration of the Teaching & Learning/Sixth Form/Inclusion Area.
* Using the School’s agreed monitoring and evaluation practices to track and evaluate the Teaching & Learning/Sixth Form/Inclusion Area performance and identify priorities that will lead to continuous improvement and rising standards
* Ensure that Teaching & Learning/Sixth Form/Inclusion Area data is secure and validated internally and externally
* Regularly monitor and check student progress and attainment in the Teaching & Learning/Sixth Form/Inclusion Area
* Regularly provide comprehensive tracking and progress reports to the Head Teacher and Governors
* Build high functioning teams based on highly professional relationships that share outstanding practice and a common sense of purpose
* Promote high quality professional communication including appropriate, accurate recording of data and information
* Ensure that all meetings are well organised, focussed on provision and student outcomes and conducted according to professional standards
* To organise agendas and minutes for meetings of the Teaching & Learning/Sixth Form/Inclusion Area
* Provide and consistently demonstrate outstanding teaching and learning practice in the classroom and deliver an allocation of timetabled lessons
* Ensure that all professional actively positively impacts on the Teaching & Learning/Sixth Form/Inclusion Area improvement plans and targets to raise further standards of achievement.

**Specific Leadership/Whole School Responsibilities**

These will be negotiated and agreed with the post holder and be commensurate with post held, experience and remuneration.

It is expected that the post holder will have a specific identified responsibility for a significant, aspect of whole school strategic work for which they will be accountable. This will be subject to change/adjustment to support the needs of the School.

The particular responsibilities may be amended at any time in order to respond to the changing demands and needs of the school.

As there is a high degree of contact with children an enhanced disclosure will be sought for this post through the Disclosure and Disbarring Service (DBS) as part of pre-employment checks.

Last reviewed: June 2014