Director of Learning – MFL

Key Purpose: To lead the faculty in delivering the highest standards of teaching and learning through a rich curriculum and within a vibrant, high challenge, low threat, fully inclusive learning environment.

Line Management: Reporting to: SLT Faculty Link.

Responsible for: teaching staff and specified staff within the faculty.

Salary: Lead Practitioner Points L7-11

Vision

All staff at the Academy are employed to support and promote our key aim: *To enable the children who join us to leave as happy, healthy, well-adjusted young adults, who are well-prepared to take the next steps in their education and careers.*

All staff are required to support, model and, where appropriate, teach or promote, the Trust's core values:

- Anyone can excel
- Enjoy the challenge
- Share what is best
- Be inclusive

All staff have a statutory responsibility for the safeguarding of children and the promotion of their welfare. This means that at all times, staff must consider what is in the best interests of our children and young people. In order to fulfil this responsibility effectively, all staff are required to:

- Ensure that they are aware of the Academy policy and procedures for child protection and safeguarding.
- To become aware, by attendance at relevant training, of the signs and symptoms of abuse.
- To attend annual refresher training as required and to have completed the online Level 2 Safeguarding and Prevent training.
- To report all causes for concern to the Designated Safeguarding Lead
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To carry out or contribute to risk assessments as required.

All staff are required to adhere to the spirit and letter of the Academy's Equality Policy, to respect all aspects of diversity, to ensure no conscious discrimination and to challenge potential unconscious discrimination on the grounds of any protected characteristics.

All staff are required to maintain an up-to-date knowledge and understanding of all Health and Safety policies and/or legislation relevant to their role, and to notify their line manager in writing if they require additional training or support. This job description may be amended at any time

following discussion between the head teacher and member of staff, and may be reviewed annually.

All staff are required to undertake any reasonable duties or roles at the request of the Principal.

Job Description

1. Purpose of Role

- To lead on every aspect of Teaching and Learning across the faculty with a focus on achievement. Be accountable for leading, managing and developing the faculty.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the faculty, in accordance with the Academy's aims and curricular policies.
- To lead the promotion of positive behaviour for learning within the faculty.
- To raise standards of student attainment and achievement within the faculty and to monitor and support student progress. Be accountable for examination results, student progress and development within the faculty.
- To lead on developing and enhancing the teaching practice of others.
- To manage and deploy teaching/support staff, financial and physical resources within the faculty.
- To lead on the development of MFL in all curriculum areas particularly in the context of the intervention strategies used throughout the academy.
- Undertake an appropriate programme of teaching in accordance with the duties of a teacher as laid out in the relevant paragraphs of the National Teachers Standards and any subsequent amendments.

2. Operational and Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of learning, marking policies, assessment and teaching and learning strategies in the faculty.
- To actively monitor student data to enable staff to:
  - Track student overall attainment and achievement in line with Academy policy.
  - Evaluate the quality and appropriateness of students' individual learning pathways and intervention plans.
  - Identify when intervention is necessary; e.g. when underachievement is identified, additional challenges are required and/or links needed to outside agencies.
- To implement Academy policies and procedures.
- To work with colleagues to formulate aims, objectives and faculty/subject development plans which will enable all students, regardless of background, to achieve their best in courses highly suited to their learning strengths and future pathways.
- Oversee the trips and visits proposed within the area and make sure that they are part of the overall development plan.
- To work with colleagues to develop teaching that is innovative, dynamic, personalised and of consistently high standard. Teaching will be tuned towards helping students become highly effective and passionate learners.

3. Curriculum Development

- To lead curriculum development within the faculty.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.

4. **Deployment of Staff**
    - To continue professional development as agreed with line manager/performance manager.
    - To engage actively in the performance management review process and act as reviewer for a group of staff.
    - With SLT, ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
    - To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the faculty liaising with the Cover Manager/relevant staff to secure appropriate cover within the faculty.
    - To promote teamwork and to motivate staff to ensure effective working relations.
    - To support the day-to-day management of staff within the faculty and act as a positive role model.

5. **Quality Assurance**
    - To lead the process of the setting of targets within the faculty/subject areas and to work towards their achievement in line with academy quality assurance procedures.
    - To establish common standards of practice and develop the effectiveness of teaching and learning styles within the faculty.
    - To contribute to the Academy procedures for lesson observations.
    - To implement Academy quality assurance procedures and to ensure adherence to those within the faculty.
    - To monitor and evaluate the curriculum area in line with agreed Academy procedures including evaluation against quality standards and performance criteria.
    - To seek/implement modification and improvement where required.

6. **Communication**
    - Ensure that all members of the faculty are secure with its aims and objectives.
    - Ensure that there is effective communication/consultation as appropriate with the parents of students.
    - Liaise with the pastoral team in order to ensure excellent standards of behaviour for learning within the faculty.
    - Follow Academy procedures related to communication with stakeholders.

7. **Management of Resources**
    - To assist in the management of the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records in line with academy policy and procedure.

8. **Leadership and Management**
    - To be a member of the Middle Leadership Team and other staff teams as appropriate.
    - Ensure that clear lines of accountability and line management are adhered to.
    - To be included in leadership duty rotas.
    - To promote teamwork and motivate staff to ensure effective working relations.
    - To liaise with senior colleagues at Ormiston Academies Trust to support the strategic development of the academy.
    - Lead Quality Assurance, monitoring and self-evaluation procedures and report to the Principal, Governors and SLT when required.

PERSON SPECIFICATION

Qualifications	**Essential** • Qualified teacher status and degree • Ability to teach to GCSE and A-Level • Experience of leading within a department **Desirable** • Evidence of Continuing Professional Development.
Experience	**Essential** • Recent experience of teaching KS4 and/or KS5 including GCSE and A Level • Experience of improving the quality of teaching and learning in at least one curriculum area • Experience of working with external providers to enhance curriculum delivery for students • Experience of writing schemes of learning • Experience of working on cross-curricular projects or events • Experience of effective deployment of staff or resources • Experience of effectively supporting the professional development of staff • Proven track record of outstanding teaching and excellent results **Desirable** • Experience of introducing a new initiative or of managing change
Knowledge and Understanding	**Essential** • Thorough subject knowledge and an understanding of National Education issues • Understanding of effective research-based teaching and learning strategies • Understanding of how to track student achievement using data and of intervention strategies to raise attainment • Understanding of behaviour management strategies • Recognition of the importance of performance management of staff in the improvement of the standards achieved **Desirable** • School Improvement Planning • Monitoring, evaluation and review processes
Skills and Disposition	**Essential** • Vision to develop faculty within the Academy • Ability to motivate, lead and support staff and students • Vision to generate cross-curricular links • Excellent communication and inter-personal skills • Personal organisation and time management skills
Personal Qualities	**Essential** • Dynamic with innovative ideas and a passion for teaching and learning • Energetic with a commitment to extra-curricular activities • A commitment to raising the aspirations of the whole school community • Sense of humour and resilience