



# HIGHFIELD

Independent School for Boys and Girls

## Director of Teaching and Learning, Highfield Job Description

### Overview

The Highfield Director of Teaching and Learning (DoT/L) is a key member of the Highfield Leadership Team (HLT), reporting directly to the Head of Highfield and working closely with the Deputy Head (EYFS and Key Stage 1), the Deputy Head (Key Stage 2), the Highfield SENCO, Subject Co-ordinators and the rest of the staff. The DoT/L will be a member of the Whole School Leadership Team (WSLT) of Harrogate Ladies' College.

### Main Responsibilities

The main role is to monitor, evaluate and develop the curriculum, the teaching, the reporting and recording procedures and the assessment practices of the school in order to drive academic standards.

### Salary

Harrogate Ladies' College has its own salary scale and the final salary will be commensurate with experience.

### The post holder will:

- Work closely with the Deputy Heads of Highfield
- Share good practice with colleagues, leading by example and promoting high standards in the delivery of the curriculum
- Be proactive and interested in keeping the school up-to-date over the latest educational issues by attending courses and conferences as appropriate
- Keep abreast of educational developments in the independent and state systems and possess a thorough and up-to-date working knowledge of ISI requirements
- Provide and promote academic liaison across both the Pre-School and Prep School
- Be fully involved with the life of the school both inside and outside the classroom
- Initiate and drive forward the development of curricular achievements
- Attend HLT and WSLT meetings, Open Evenings, Information Evenings and any such event as directed by the Head of Highfield

### Monitoring, Evaluation and the Development of Teaching and Learning

The role requires the post holder to:

- Be responsible for Teaching and Learning from Foundation to Prep 6 and for monitoring the quality of Teaching and Learning in the school, through a systematic programme of lesson observations, staff and pupil interviews and the analysis of children's work
- Work closely with Subject Co-ordinators to ensure they observe and monitor the quality of teaching and learning in their own subject areas; produce and maintain comprehensive and up to date Subject Handbooks and Schemes of Work, and ensure that all such documentation is stored in the agreed format on the school's network, offering support and guidance as needed
- Be responsible for the moderation of work and assessment
- Ensure the year group Curriculum Handbooks are ready to circulate to parents before the first day of the Autumn Term

- Encourage high teaching standards and to act as a role model to colleagues, in and out of the classroom
- Monitor and support the SENCO throughout both the Pre- School and the Prep School
- Set agendas for, chair and distribute minutes of Subject Co-ordinator and other academic meetings as appropriate
- Monitor all academic policies and to work with staff from College on any changes or new policies
- Act as the induction tutor to new staff/NQTs/teacher training students as necessary together with other senior members of staff
- Monitor the Highfield SENCO's provision for Able & Talented pupils
- Ensure that new staff are provided with appropriate academic documentation and information
- Be responsible for the induction and allocation of mentors of new staff

### Curriculum and Assessment

- The role requires the post holder to:
- Oversee the work of the Assessment Co-ordinator
- Feed data back to HLT and Governors, so that an overview of pupils' attainment and potential can be obtained
- Monitor and track the progress of individual children
- Hold Pupil Progress Meetings at the start of the Spring and Summer Terms with all class teachers
- In co-operation with the Assessment Co-ordinator, oversee the academic reporting system within the school, reviewing grades and providing relevant data to staff for discussion regarding pupils' progress
- Liaise with the Head of Highfield and SENCO over the assessment of new children
- Develop the staff's use of any system such as ISAMS and Cornerstones for academic purposes, especially the tracking of pupils' assessment
- Be responsible for the ordering of assessment materials as required
- Organise and implement Parent Information Evenings
- Oversee the work of pupils taking scholarships
- Support the Head of Highfield in keeping parents informed of school policy, the curriculum and other matters of importance
- Ensure that the academic side of the school is prepared properly for Inspection by ISI alongside the Deputy Heads
- To keep the Head of Highfield informed of best practice in other schools

### Other areas of responsibility for the post holder

- Arrange the cover of absent staff
- Oversee the use of Parent Helpers and work with the Human Resources Department to ensure that all checks are carried out
- To write the rota for staff duties
- To work with the Head of Highfield in order to create a staffing spreadsheet and write the timetable
- Work in partnership with the Head of Highfield and other members of the HLT sharing the overall management of the School and take a fair and appropriate share of duties
- Help to prepare and present a termly report for the Governors' Education Committee as requested
- Assist the HLT in deciding appropriate whole school INSET
- Teach across the school as appropriate and write the required reports
- Assist in the appraisal of staff as necessary

- Liaise with parents over educational matters as appropriate in association with the Deputy Heads
- Ensure that areas of the website relating to academic matters are regularly updated
- Be closely involved in the appointment of new staff
- Perform any other task reasonably requested by the Head of Highfield

### Person Specification

	<i>Essential</i>	<i>Desirable</i>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• relevant teaching qualification or experience; honours graduate</li> <li>• evidence of commitment to high quality, relevant continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• NPQH</li> <li>• Masters' in Education</li> <li>• evidence for further study</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• evidence of a passion for Teaching and Learning</li> <li>• skilled at managing pastoral needs</li> <li>• excellent behaviour management skill</li> </ul>	<ul style="list-style-type: none"> <li>• teaching experience in more than one school</li> <li>• Middle or Senior Leadership experience</li> </ul>
<b>Leadership skills</b>	<ul style="list-style-type: none"> <li>• highly effective leader &amp; team player</li> <li>• excellent role model</li> <li>• provides inspiration, motivation and support for colleagues</li> <li>• innovates</li> <li>• committed to inclusion and the right of every pupil and adult to aim to be the best that they can be</li> <li>• understands the process of change management, school self-evaluation and strategic planning</li> </ul>	<ul style="list-style-type: none"> <li>• evidence of the ability to provide professional direction and support to the work of others eg Performance Management team leader/ mentoring experience</li> <li>• experience of leading strategic innovation within whole school setting</li> <li>• experience of coaching or mentoring</li> <li>• aware of national educational priorities and developments</li> </ul>
<b>Decision Making Skills</b>	<ul style="list-style-type: none"> <li>• thinks creatively and collaboratively, anticipating and solving problems, identifying opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• experience of managing and analysing sensitive data</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• communicates exceptionally well and accurately to all audiences – children, staff, parents, governors: in person, in meetings, in written reports, using ICT</li> </ul>	
<b>Self-Management</b>	<ul style="list-style-type: none"> <li>• gets the job done; willing to 'roll up your sleeves'</li> <li>• prioritises effectively and meets deadlines</li> <li>• maintains a positive and professional demeanour</li> </ul>	

**Personal**

- demonstrates a commitment to safeguarding practices
- demonstrates a commitment to learning outside the classroom and innovative curriculum development
- professional commitment, confidence, warmth, empathy, flexibility, resilience, discretion, sense of humour

This Job Description may be adapted to best fit the skills of the appointed candidate. Over time, the job description may be modified through consultation between the post holder and the Head of Highfield. At Highfield and Harrogate Ladies' College, we recognise that every individual is responsible for promoting and safeguarding the welfare of children.