Mascalls Academy is part of Leigh Academies Trust

# Director of Learning
# Job Description

**Role:** Director of Learning
**Department:** Maths
**Responsible to:** Principal and Head of College

**Purpose of the role**

To support, hold accountable, develop and lead a team of teachers and support staff to ensure high standards of teaching and learning (including innovative practice) and the wellbeing of students and staff. To contribute to the strategic development of the academy by implementing whole academy new initiatives, monitoring and reporting on key outcomes.

- Carrying out the professional duties of a teacher as circumstances may require and in accordance with academy policies, under the direction of the Principal and Head of College. Communicating clear purpose and vision to the department.
- Contributing to the strategic development of the academy by implementing whole academy new initiatives, monitoring and reporting on key outcomes, to ensure the department meets academic targets.
- Providing clear, cohesive leadership and direction in the department and motivating teaching and supporting colleagues in developing innovative strategies to enhance the quality of learning, teaching and achievement.
- Promoting the achievement of high standards through effective teaching and learning within subject area(s), preparation, evaluation and action planning.
- Modelling the vision and values of the academy.
- Implement the Department Development Plan/SEF to secure continuous improvement and quality outcomes for all students.
- Receiving and acting on feedback to build on the strengths and improve personal performance within the academy systems.
- Taking into account and constantly reviewing academy contextual factors and prior attainment when planning and teaching lessons.
- Working in a cross-curricular way to support subjects across the academy in the use of active learning approaches to enrich curriculum and skills delivery.
- Recognising, promoting and celebrating diversity.

**Responsibilities**

- Line management of department staff.
- All department resources and budget.
- Quality of education within the department.
- Supervision and progress of students in allocated classes.
- Supervision of work of any classroom support staff during times they are allocated to classes.

**Highly effective leadership and management**

- To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- To actively monitor and follow up pupil progress.
- To work with the Head of College to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.

- To be responsible for the efficient and effective deployment of the department's support staff.
- To undertake Performance Reviews and to act as reviewer for a group of staff within the designated department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the cover teacher/relevant staff to secure appropriate cover.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.
- To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget.
- Maintain departmental monitoring with evidence of departmental data, targets and trends.
- Be aware of targets for raising attainment within the academy context.
- Lead on the development of the Department Action Plan.
- Champion best practice, demonstrating teaching skills and leadership qualities necessary to command respect, and encourage commitment to raising standards.
- Identify and applaud areas of success for individual teachers and the department.
- Help create an effective team by promoting collective approaches to problem-solving and curricular development.

**Highly effective teaching and learning**

- To liaise with the Head of College to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Development Plan.
- To be accountable for the development and delivery of the department's curriculum.
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology, including Maths Mastery.
- To produce an annual examinations analysis and department review as part of the school's self-evaluation cycle.
- Help devise, implement and monitor schemes of work to ensure they focus on consistent and effective learning and teaching to produce progression for all.
- Analyse and interpret data on students' attainment and action plan accordingly, reviewing with teachers their assessments of progress for classes, groups and individuals.
- Work to student targets and ensure that progress is tracked through a range of strategies.
- Take account and review academy contextual factors and prior attainment when planning and teaching lessons.
- Reflect on the success of teaching strategies, individual lessons and schemes of work in meeting the needs of students.
- Apply current guidelines on effective learning and teaching.
- Take part in coaching and mentoring programmes to support colleagues and develop own practice.
- Strive for outstanding lessons.
- Deliver interactive lessons with students.
- Provide high quality assessment using formative and summative methods in conjunction with the academy's Assessment for Learning policy.

**Highly effective staff development**

- To establish the process of the setting of targets within the department and to work towards their achievement.
- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the Academy Performance Agreement.
- To disseminate information from Head of Department meetings.
- To ensure effective communication/consultation as appropriate with the parents of pupils.

- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the department's views and interests.
- Be responsible for identifying and reporting issues and developing solutions.
- Develop communications and training with staff in Department methodology.
- Develop use of ICT within the curriculum.
- Provide means of gathering information for Self Evaluation: Student Voice, questionnaires, viewpoints of stakeholders, and use opportunities for co-construction of the curriculum.
- Take responsibility for co-ordination, planning and execution of training and development days.
- Adapt lessons and identify next steps in response to evaluation of student progress.
- Set effective homework and extension work to encourage and enliven student learning.
- Ensure differentiation and personalisation of learning for all students.
- Be aware of the KS2 curriculum and the standards of progression and attainment for KS3 students.
- Co-ordinate displays with regard to events, opportunities and work which promote the department and academy.

**Highly effective attitudes and behaviour**

- To comply with the academy's safeguarding procedures and to report concerns to the Designated Safeguarding Lead.
- To ensure the behaviour management system is implemented in the department so that effective learning can take place.
- Take the leading role in upholding standards of behaviour and classroom management within the classroom and the schools environment.
- Through the role, develop systems which address the social health of students to raise standards.
- Promote the consistent and fair use of the consequences system within the classroom and the academy environment.
- Be the first line of contact for parents' and carers' concerns with regard to their child's performance and wellbeing.
- Perform the duties of a vertical advisor if required, including the provision of information, advice and guidance for students.
- Ensure that the department supports the academy's implementation of all current statutory requirements eg Pupil Premium, SEN, Safeguarding, Prevent, KCSIE.

**General responsibilities to the Principal**

- To promote the aims, values and ethos of the academy and uphold academy rules.
- To read and adhere to the procedures set out in the Staff Handbook.
- To carry out a share of supervisory duties in accordance with normal academy schedules.
- To participate in the appropriate meetings with colleagues and parents.
- To participate in performance management arrangements.
- To support the ethos of the academy and enforce the academy's behavioural and uniform policies.

**Notes:** This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be agreed at the request of the Principal or the incumbent of the post.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A.