

JOB DESCRIPTION

Post Title:	Director of Learning XXXXXXXXXXXXXXXXX
Job Purpose:	<p>Ensure high quality teaching and learning, achievement and progress of students in the Faculty.</p> <p>Strategically lead and co-ordinate curriculum development.</p>
Responsible to:	Principal through Vice Principal/Assistant Principal
Responsible for:	<p>Ensuring a clear shared vision for the development of outstanding teaching and learning and a culture of high expectations within the Faculty.</p> <p>Raising standards across the Faculty and Academy.</p> <p>Monitoring and evaluating the performance of the Faculty in all areas including:</p> <ul style="list-style-type: none"> • behaviour for learning • resources • learning environment • performance management • data and intervention. <p>All academic provision and support to students in the Faculty.</p> <p>Ensuring a high quality curriculum across the Faculty.</p> <p>Ensuring consistency of school policies within Faculty.</p>
Liaising with (Working Relationships):	<p>Local Governing Body (as required)</p> <p>Principal</p> <p>Teaching and support staff</p> <p>Senior staff</p> <p>Directors of Learning in MAT academies</p>
Hours of Work:	Full Time
Grade and Range of Post:	<p>MPS / UPS + TLR1 (En Ma Sc) / TLR 2 (Hum C+P Tech) TNA and Heath Lane</p> <p>MPS / UPS + TLR1 (En Ma Sc Hum) / TLR 2 (C+P Tech) GES and HHS</p>
Current Base:	<p>XXXXXXXXXXXXX Academy.</p> <p>The post holder will, at times, be expected to work with colleagues across MAT, and may be expected to work in another MAT Academy, or another school MAT is supporting, at the direction of the Executive Principal.</p>
Disclosure Level:	This post is subject to an enhanced DBS disclosure.
Main / Core Duties:	To work as an active member of the Middle Leadership Team, the engine room of the school, driving school improvement.

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	<p>To ensure that all staff within the Faculty are effective operationally in order that the Academy meets performance targets, and that individual students meet their personal targets.</p> <p>To ensure that all staff within the Faculty deliver according to the Academy's vision.</p> <p>To ensure that the Faculty and Academy is a safe and secure environment.</p> <p>To coordinate curriculum delivery within the Faculty. Ensure a clear rationale for KS4 and 5 (where applicable) examination decisions/specifications which meet the needs of and enable learners to succeed.</p> <p>Identify relevant Faculty development issues, and implement an appropriate action plan to ensure improvement. Evaluate the impact of all improvement activities on the quality of teaching and learning. Lead evaluation strategies with the Faculty which contribute to overall school self-evaluation.</p> <p>Monitor the effectiveness and impact of performance management arrangements within the Faculty.</p>
Operational Planning:	<p>To use all relevant information/data to inform direction for improvement. Guide Faculty staff in:</p> <ul style="list-style-type: none"> • Planning and delivering high quality lessons • Behaviours for learning • Effective marking and feedback • Homework <p>Monitor and evaluate assessment data across the Faculty to identify trends in student performance and progress, and issues for development.</p> <p>Promote high expectations of students, identify appropriate attainment targets and ensure that agreed attainment targets are met.</p> <p>Monitor student standards and achievement against annual targets with a focus on key groups – EAL, Most Able, Gender, SEN, and PP.</p> <p>Use data to identify exceptional performance and underachievement, and subsequent actions needed. Identify groups requiring strategies for intervention. Support staff in planning and implementing strategies to achieve student progress target levels and objectives. Review impact of strategies and prepare reports on the effectiveness of intervention strategies.</p>
Service Provision:	<p>Ensure Faculty staff are in touch with the families as necessary and supporting students as required, in order to ensure the success of all students.</p> <p>Ensure Faculty staff have the necessary resources and direction to deliver according to the Academy's vision.</p>

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	<p>To appreciate and support the role of other professionals. To be responsible for promoting and safeguarding the welfare of children and young people within the Academy.</p> <p>Provide up to date and relevant data on performance</p> <p>Ensure that all staff in the Faculty are able to use the performance information necessary for them to deliver service improvement in their own roles.</p> <p>Work with the other Directors of Learning within the MAT to maximise opportunities for collaboration.</p>
Service Development:	<p>To seek continually to ensure value for money and performance improvement in Academy's provision. Use financial and resource management innovatively and effectively, ensuring an optimum quality of learning environment in the subject.</p> <p>To develop the Faculty and curriculum provision being mindful of national developments.</p> <p>To be responsible for personal CPD and participate fully in training and development opportunities identified by MAT or as an outcome of performance management.</p> <p>To keep the work of the Faculty constantly under review against key performance indicators:</p> <ul style="list-style-type: none"> • Academic performance • Parental complaints • Student behaviour indicators
Staffing and Staffing Development:	<p>Act as a role model of good classroom practice for other staff, modelling effective strategies for them. Monitor and evaluate the quality of planning and provide constructive feedback. Hold colleagues to account, and effectively manage conflict and relationships.</p> <p>Line manager of the Assistant Director of Learning and Faculty Staff. Effective delegation of responsibilities to the Assistant Director of learning.</p> <p>Co-ordinate and monitor the deployment of teachers, support staff and other adults to ensure their effective contribution to students' learning.</p> <p>Identify CPD needs for the Faculty. Lead and contribute to internal CPD which delivers a continuously improving service as measured by performance targets.</p>

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	<p>Act as performance management team leader for the Faculty, ensuring challenging and appropriate targets are set and reviewed. Plan and implement strategies to improve teaching where needed.</p> <p>Induct, support and monitor new staff.</p> <p>Work with the other Directors of Learning across the MAT to ensure that best practice is utilised to ensure consistency in high quality teaching and learning.</p>
Recruitment / Deployment of Staff:	<p>Ensure that all staff are deployed efficiently and effectively.</p> <p>Support recruitment processes as required.</p> <p>Support collaborative working across the MAT.</p>
Quality Assurance:	<p>Monitor and evaluate assessment data across the Faculty to identify trends in student performance and progress, and issues for development.</p> <p>Continuously review Faculty provision in all areas against performance targets and value for money. Monitor planning, curriculum delivery and implementation of schemes of learning.</p> <p>Analyse and interpret relevant data, research and inspection evidence to inform provision and seek improvement where necessary.</p> <p>Ensure that personal contribution to curriculum delivery is an exemplar to the Faculty.</p> <p>Support the Principal in ensuring that Academy policies in all areas are followed by all staff. Identify good practice, areas for development and strategies for sharing and support.</p>
Management Information and Administration:	<p>Ensure all information required by the governors, senior staff, Principal, Executive Principal and Board, to evaluate the Academy's provision is produced accurately, timely and efficiently.</p>
Communications:	<p>Effectively communicate with parents and ensure that families are supported as active participants in their child's education, through parent's evenings, transition events and celebration events.</p> <p>Effectively articulate to all stakeholders and in a variety of ways, the vision which underpins all aspects of the Academy's provision and support.</p> <p>To ensure that all communications with service users demonstrate the values of the MAT.</p>

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	To attend all meetings identified by the Executive Principal and Principal and communicate the MAT vision effectively at meetings – both internal and external.
Marketing and Liaison:	Develop, nurture and maintain the positive image the MAT. Attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the MAT. Actively promote the service of the MAT.
Management of Resources (Other than People):	Responsibility for the safe use and safe keeping of Trust resources.
Corporate Responsibility:	To abide by and implement all policies and procedures of the MAT, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures.
Other Specific Responsibilities:	To contribute to the overall ethos, work and aims of the Academy and the Academy Trust. To carry out all duties in the most effective, efficient and economic manner. To continue personal development in the relevant area. Participate fully with arrangements made in accordance with the MAT's Performance Management Policy. Perform any other reasonable duties as requested by the Executive Principal and Principal.
Safeguarding:	The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.
General Statement:	This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.
Date:	