

Leader of Learning and Welfare

Responsible to: Assistant Principal

Teaching Commitment: 65%

Role & Position in the Organisation

The Leader of Learning and Welfare is a member of the Leader of Learning and Welfare Team in the Primary School and works with the other Leaders of Learning to ensure quality provision in the year group s/he is allocated to as well as participating in pastoral initiatives and developments across the Primary School. The Leader of Learning and Welfare works in partnership with the Leader of Learning and Curriculum and Assistant Leader of Learning.

Major Role: To provide professional leadership and management of a Year group in partnership with the Leader of Learning and Curriculum, in order to secure high quality learning and teaching, the effective use of resources and improving standards of learning and achievement, no matter how high past achievement has been.

The Leader of Learning and Welfare has responsibility for:

- Day-to-day running of the Year Group
- Overseeing the pastoral needs of the students in the Year Group to secure the highest level of achievement for each individual student.
- Supporting the development of the team members and acting as Performance Management Reviewer for members of the team.

Responsibilities, by area:

Goal 1: We focus on continually improving learning

Strategic Area 1 – Learning and Teaching – The Leader of Learning and Welfare will:

- lead, through the demonstration of excellent teaching practice;
- work with the Leader of Learning and Curriculum to ensure high standards of teaching and learning, with particular reference to: the standard and quality of teaching, student management and responses, the marking and presentation of work, the organisation of the classrooms, the quality of the year group environment, the use of adults etc
- plan and lead regular Year Group and, on occasions, Key Stage assemblies, providing opportunities for colleagues to contribute;

- help spearhead new developments in learning, teaching and in pastoral matters, in partnership with the Leader of Learning and Curriculum;
- line manage Assistant Leader of Learning with respect to the organisation of day and residential visits;
- line manage the Assistant Leader of Learning as they develop the Creative Play opportunities (FS/KS1).

Strategic Area 2 – Professional - The Leader of Learning and Welfare will:

- undertake the strategic and day to day management of the year group team;
- actively line manage members of the year group in all aspects of their work other than curriculum planning, and including all personnel matters;
- act as a Reviewer for Performance Management for some class teachers and assistants working in the year group team;
- line manage the Assistant Leader of Learning (assessment matters and play opportunities will be in conjunction with the Leader of Learning and Curriculum)
- induct new members of the staff with regards to pastoral and organisational matters;
- work with the Leader of Learning and Curriculum to seek opportunities for colleagues to observe other teachers at work;
- lead and line manage the Year Group Assistants with the support of the class teachers and Assistant Leader of Learning;
- inspire colleagues to create and maintain a stimulating and efficient learning environment;
- receive and co-ordinate the work of supply teachers;
- receive and co-ordinate the work of students and visitors from Thai schools and colleges;
- co-ordinate and monitor the work of volunteer parent helpers;
- work with the Assistant Principals Primary and Assistant Principal Professional Learning to organise and contribute to staff development where appropriate;
- attend and chair meetings of the Year Group Team with the Leader of Learning and Curriculum as required.

Strategic Area 3 – Culture and Communication - The Leader of Learning and Welfare will:

- work in close partnership with the Leader of Learning and Curriculum and to ensure communications are of the highest order;
- liaise with Learning Support and EAL staff on matters concerned with pastoral or organisational matters, following consultation with the Leader of Learning and Curriculum;

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- keep in close contact with the Senior Teacher and Primary Leadership Team (PLT) regarding the day-to-day life of the Year group and future plans;
- be high profile in the Year group and around the school;
- communicate regularly and effectively to the team regarding Year group pastoral and organisational matters;
- communicate pastoral expectations to students and follow up with appropriate action when required;
- communicate with specialist teachers with regards to special events/activities pertaining to the Year group;
- keep parents informed about Year group matters, specifically to oversee the publication of the weekly Year Group Newsletter and blogs;
- lead meetings of parents on pastoral and organisational matters;
- liaise with the PTG and co-ordinate the class parents;
- contribute articles to school and other publications;
- compile the annual Year Group Guide for Parents;
- manage the process of report writing and the organisation of parental consultations.

Goal II - We align our structures, policies and practices to support learning

Strategic Area 1- Policy and Planning - The Leader of Learning and Welfare will:

- contribute to long term planning as part of the Leader of Learning and Welfare Team - contributing to the School Development Plan re pastoral and organisational matters;
- as a member of the Leader of Learning and Welfare Team, contribute to the planning of the school diary to ensure balance and breadth of opportunities;
- plan and co-ordinate 'special events' for the Year group, liaising with colleagues where appropriate;
- work with PLT to plan for the deployment of staff and students in preparation of the start of each academic year;
- monitor the implementation of all pastoral and organisational policies (including the positive behaviour policy).

Strategic Area 2- Finance and Resources - The Leader of Learning and Welfare will:

- contribute to budget building decisions regarding Year group stationery and other year group priorities;
- manage a budget for stationery supplies and all non curriculum year group expenditure including supervision of the ordering and stock control;

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- ensure that year group supplies are appropriately kept and that good value is ensured.

Strategic Area 3 – Admissions - The Leader of Learning and Welfare will:

- assist in the introduction of prospective parents;
- assist in the induction of new parents, specifically explaining pastoral and organisational matters;
- ensure that new students are appropriately placed in a class, arranging, where appropriate, for assessments to be carried out, welcomed and are effectively inducted;
- represent the school at recruitment events.

Strategic Area 4 – Health and Safety - The Leader of Learning and Welfare will:

- be responsible for monitoring all aspects of health and safety within the Year group;
- ensure all accident report forms are completed and appropriate follow-up is undertaken;
- line manage the Assistant Leader of Learning with regards to the health and safety aspects of off-site visits, including risk assessments.

Strategic Area 5 – Facilities - The Leader of Learning and Welfare will:

- ensure the best use is made of the available facilities;
- advise the Primary Leadership Team (PLT) on the most effective future use of facilities.

These duties will be developed into short and longer-term targets in consultation with the post-holder.

Leader of Learning and Curriculum

Responsible to: Assistant Principal

Teaching Commitment: 65%

Role & Position in the Organisation

The Leader of Learning and Curriculum is a member of the Curriculum Leadership team in the Primary School and works with the other Leader of Learning and Curriculum to ensure quality provision in the year group s/he is allocated to as well as participating in curriculum initiatives and developments across the Primary School. The Leader of Learning and Curriculum works in partnership with the Leader of Learning and Welfare and Assistant Leader of Learning.

Major Role: To provide professional leadership and management of the curriculum in partnership with the Leader of Learning and welfare in order to secure high quality learning and teaching, the effective use of resources and improving standards of learning and achievement, no matter how high past achievement has been.

The Leader of Learning and Curriculum has responsibility for:

- key developments in the curriculum
- working with the year team to secure the highest level of achievement for each individual ensuring that the curriculum offered is accessible to all students
- supporting the development of the team members and acting as Performance Management Reviewer for some member of the team

Responsibilities, by area:

Goal 1: We focus on continually improving learning

Strategic Area 1 – Learning and Teaching – The Leader of Learning and Curriculum will:

- lead, through the demonstration of excellent teaching practice;
- work with the Leader of Learning and Welfare to ensure high standards of learning and teaching, with particular reference to: implementation of the curriculum planning/policy, learning outcomes, consistency of entitlement across the year group and continuity with years above and below etc;
- help spearhead new developments in learning, teaching and pastoral matters, in partnership with the Leader of Learning and Welfare;

- lead all aspects of student assessment, and line manage the Assistant Leader of Learning in their work on assessment;
- work closely with the Leader of Learning and Welfare and Assistant Leader of Learning to ensure appropriate curriculum relevance of day and residential visits;
- work with Leader of Learning and Welfare and Assistant Leader of Learning to ensure the curriculum relevance of creative play opportunities (FS/KS1).

Strategic Area 2 - Professional - The Leader of Learning and Curriculum will:

- line manage members of the Year group team with regards to curriculum planning and implementation;
- act as the Performance Management Reviewer for some class teachers in the Year Group and some teaching assistants;
- work with the Assistant Principals Primary and the Assistant Principal Professional Learning to organise and contribute to staff development where appropriate;
- induct new staff with regards to curriculum policy and implementation;
- work with the Leader of Learning and Welfare to seek opportunities for colleagues to observe other teachers at work;
- attend meetings of the Curriculum Team and jointly chair year team meetings with the Leader of Learning and Welfare.

Strategic Area 3 - Culture and Communication - The Leader of Learning and Curriculum will:

- work in close partnership with the Leader of Learning and Welfare and to ensure communications are of the highest order;
- liaise closely with EAL and Learning Support staff, in consultation with the Leader of Learning and Welfare;
- keep in close contact with the Assistant Principal regarding all curricular matters;
- be high profile in the Year group and around the school;
- communicate regularly with the Leader of Learning and Curriculum in the year groups either side (pre-schools in respect of FS and Secondary in the case of Y6);
- communicate with the Heads of the specialist teaching teams;
- contribute curriculum items to the Year Group Newsletter;
- lead presentations to parents on aspects of the curriculum;
- contribute articles to school and other publications;
- assist the Assistant Principal in the compilation of the Key Stage Curriculum Guides and the Standards booklet;
- ensure, where appropriate, there is effective communication with the

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- DT/Science, Art and other technicians;
- review reporting statements and update if necessary.

Goal II - We align our structures, policies and practices to support learning

Strategic Area 1- Policy and Planning - The Leader of Learning and Curriculum will:

- contribute to long term planning as part of the Curriculum Leadership Team - contributing to the School Development Plan re curricular matters;
- as a member of the Curriculum Leadership team to keep a focus on the vertical aspects of curriculum planning and implementation;
- lead the process of medium term planning to ensure the curriculum is creative, innovative and interactive and includes provision for a range of learning styles and the development of thinking skills and personal attributes;
- ensure systems are in place for short term planning which reflects the needs of all students;
- monitor the quality of planning;
- monitor the successful implementation of the planning;
- keep the curriculum under constant review and to contribute to the development of curriculum policy

Strategic Area 2- Finance and Resources - The Leader of Learning and Curriculum will:

- as a member of the Curriculum Leadership team to contribute to decisions regarding curriculum priorities ;
- manage a budget for curriculum supplies / fixed assets for the said year group, including the collation of the ordering process and ensuring best value;
- ensure curriculum resources are used effectively and appropriately stored.

Strategic Area 3 - Admissions - The Leader of Learning and Curriculum will:

- assist in the introduction of prospective parents;
- assist in the induction of new parents by explaining curriculum policy and expectations;
- represent the school at events that are designed to recruit new students.

Strategic Area 4 - Health and Safety - The Leader of Learning and Curriculum will:

- assist the Leader of Learning and Welfare in monitoring health and safety matters.

Strategic Area 5 - Facilities - The Leader of Learning and Curriculum will

- advise the PLT on the most effective future use of facilities.

These duties will be developed into short and longer-term targets in consultation with the post-holder.