

# The Westgate School

## Job Description – Director of KS3 Learning

**Responsible to:** Deputy Headteacher

### **Purpose:**

To lead and develop a skills based curriculum and development of teaching and learning at KS3. Responsible for the work of all teachers and assistants across divisions.

### **Main job functions. The post holder will effectively:**

#### Leadership and Management

- Show leadership exercising a degree of devolved autonomy within the framework of the schools' ethos and agreed policies
- Manage resources efficiently to maximise opportunities to equip students for life
- Contribute to the performance management of teachers within the area
- Work with and through others to develop a creative, positive learning environment, celebrating success and achievements
- Conduct self-evaluation to continually make improvements so that better never stops
- Lead and oversee events related to the curriculum to a high standard
- Co-ordinate the curriculum, liaising with middle and senior leaders, to ensure teachers deliver to a high standard
- Plan and develop innovative resources to be used at KS3 to prepare students for KS4 and beyond
- To support transition from year 6 to 7 to provide a foundation for students to thrive
- Implement employee related policies in capacity as team leader

Any other duties as directed by the Headteacher, commensurate with the grade of the post.

### **Personal Responsibilities. The post-holder will effectively:**

- Implement school policies including those relating to Race Equality, Equal Opportunities and Health & safety
- Attend training and meetings as necessary to remain fully informed about developments in the relevant curriculum area and to function successfully as a subject leader
- Advise SLT on curriculum development issues related to the curriculum
- Play a full and active part in activities related to the continuing improvement and prosperity of the school

### **Teaching and Learning. The post-holder will effectively:**

- Ensure that teaching is of a high standard through effective planning and regular evaluation
- Make proper arrangements for the assessment of pupils' work as an essential aid to learning and in order to track pupil progress

### **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Westgate School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

### **Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of GDPR.

## **Safeguarding Children**

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" (September 2019) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.

You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.

## **Freedom of Information**

The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

## **No Smoking / Intoxicants Policy**

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by The Westgate School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.