***GREAT BARR SCHOOL***

***Job Description for Director of Studies - Foundation Subjects***

***(Applies to ICT & Business, Geography, History, MFL, PE, PRS, D&T, Social Sciences, Art and Performing Arts)***

***TLR1c***

***Qualifications and Experience:***

1. An appropriate recognised qualification in Education specialising in the relevant subject/s or one of the subjects within the range delivered.

1. Experience of leading a significant aspect of curriculum or departmental development which could be considered adequate preparation for this role.
2. The necessary qualifications and ability to teach at least one Foundation subject to pupils of all abilities in Key Stages 3-5. The ability to teach other subjects within the team as required.
3. A good knowledge of the latest developments in teaching and learning including requirements for course specifications and external examinations at KS4 and KS5.

***Core Purpose:***

To provide professional leadership and management of the curriculum area, to secure high quality teaching and learning. To ensure the effective use of resources and staff to secure improved pupil outcomes.

***Responsibilities:***

1. To carry out the day to day management of the team, to deploy the teaching team effectively by managing the timetable, teaching classes (including appropriate setting) and support staff where applicable. To act as performance management reviewer for members of the team as appropriate. To induct and support new staff, to include PGCE, ITT and NQT teachers where applicable.
2. To lead regular department meetings, INSET sessions and moderation activities as appropriate.
3. To lead on the development and delivery of an appropriate curriculum, ensuring that learning outcomes are maximised for all pupils. To include:
   1. Ensuring that effective and appropriate schemes of learning are in place.
   2. To oversee the delivery of the core curriculum in line with the National Curriculum Programmes of Study.
   3. Developing a rigorous assessment protocol that is effective in identifying pupil strengths and areas for development.
4. To be able to effectively develop the quality of teaching and learning within the team by conducting monitoring in line with the school T&L monitoring plan (alongside the link Senior Leader).
5. To utilise T&L monitoring data to develop the quality of T&L via effective departmental CPD and to utilise UPS staff to coach others within the team.
6. To be able to interpret assessment and pupil progress data and to make effective use of it to improve pupil outcomes.
7. To lead the team to ensure that tracking progress data is moderated following data entry and to identify any issues with the quality and accuracy of staff predictions. To ensure that tracking data is reliable and robust to give an accurate indication of the progress of learners within the subject at all key stages.
8. To coordinate appropriate interventions to support learners to make sustained progress.
9. To embed a suitable system of external assessment ensuring that KS4 and KS5 courses meet the needs of learners and promote progression post-16.
10. To motivate and support colleagues, promoting the school ethos by making a contribution to the wider school community. To oversee a contribution to extra-curricular activities by the department.
11. To be able to build good relationships based on mutual respect with young people and to positively influence their behaviour. To support the team to ensure that high expectations are set across the department and that behaviour for learning sanctions are supported where appropriate.
12. To feedback to SLG and Governors on progress predictions and outcomes of external examinations. To highlight any concerns for pupil progress outcomes with the link SLG, Deputy Head Teacher and Head Teacher.
13. To demonstrate a clear understanding of the role of those working in child care settings with regard to promoting and safeguarding the welfare of young people. A clear commitment to acting in the best interests of the health, safety and welfare of young people at all times.

All staff working in the school have a duty to safeguard and promote the health, safety and welfare of all children and young people for whom they are responsible or with whom they come into contact in the course of their duties.

To perform any other duties consistent with the seniority of the post, as directed by the Head Teacher.

All candidates newly appointed to the School’s staff will be required to undertake an enhanced Disclosure & Barring Service check and any offer of appointment will be conditional upon appropriate clearance being obtained.

**Responsible to :**

The Head Teacher via the Deputy Head - Teaching, Learning and Curriculum.