

Job Description

Post Title:	Teaching and Learning Leader
Purpose:	<ul style="list-style-type: none"> To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress. To be accountable for student progress and development within the subject area. To develop and enhance the teaching practice of others. To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school To be accountable for leading, managing and developing the subject/curriculum area. To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
Reporting to:	Designated SLT member with responsibility
Responsible for:	Deputy TLL, teachers' i/c subject areas, teaching staff and other relevant personnel within the department.
Liaising with:	Head/Deputy, other TLLs, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LEA staff, parents.
Operational/ Strategic Planning	<ul style="list-style-type: none"> To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the subject / curriculum area. The day-to-day management, control and operation of course provision within the curriculum area, including effective deployment of staff and physical resources. To actively monitor and follow up student progress To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety etc. To work with colleagues to formulate aims, objectives and strategic plans for the subject / curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School. To lead and manage the business planning function of the subject/curriculum area and to ensure that the planning activities of the subject reflect the needs of students within the subject area, SIP/SAP and the aims and objectives of the School. To link with the Deputy TLL to ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission.

	<ul style="list-style-type: none"> • In conjunction with the ICT Co-ordinator to foster and oversee the application of I.C.T. in the subject, including the development of materials for Independent Learning. • To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the curriculum area are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.
Curriculum Provision:	<ul style="list-style-type: none"> • To liaise with the Deputy Head Quality Assurance to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation. • To be accountable for the development and delivery of the subject / curriculum area.
Curriculum Development:	<ul style="list-style-type: none"> • To lead curriculum development for the whole subject / curriculum area. • To keep up to date with national developments in the subject area and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To ensure that the development of the subject is in line with national developments. • To liaise with the Deputy Head Quality Assurance to maintain accreditation with the relevant examination and validating bodies. • To be responsible for the development of Key Skills and numeracy in the subject in liaison with the appropriate Co-ordinators. • To be responsible for the development of WRL and Enterprise in liaison with the Co-ordinator. • To be responsible for the development of literacy in liaison with the Literacy Co-ordinator.
Staffing Staff Development: Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> • To work with the Assistant Head Staff Learning and Performance 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 support staff working within the subject area. • To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated subject / curriculum area. • To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the curriculum area liaising with the Cover Manager/relevant staff. • To participate in the recruitment process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. • To promote teamwork and to motivate staff to ensure effective working relations. • To participate in the school's ITT, OTT, GTP programme, and where appropriate to participate in the school's NQT induction programme. • To be responsible for the day-to-day management of staff within the designated curriculum area and act as a positive role model.

Quality Assurance:	<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems e.g. use of the MEA file. • To establish the process of the setting of targets within the subject and to work towards their achievement. • To establish common standards of practice within the curriculum area and develop the effectiveness of teaching and learning styles in all subjects within the curriculum area. • To contribute to the School procedures for lesson observation. • To monitor and evaluate the curriculum area in line with agreed School procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To ensure that the subject's quality procedures meet the requirements of the Self Evaluation Form and the Strategic Plan.
Management Information:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the curriculum area on the management information system. • To make use of, analyse and evaluate available performance data. • To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. • To produce reports within the quality assurance cycle for the subject / curriculum area. • To produce reports on examination performance, including the use of value-added data. • In conjunction with the relevant KS Co-ordinator, to manage the subject's collection of data. • To provide the Governing Body with relevant information relating to the subject performance and development.
Communications:	<ul style="list-style-type: none"> • To ensure that all members of the subject / curriculum area are familiar with its aims and objectives. • To ensure effective communication/consultation as appropriate with the parents of students. • To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. • To represent the subject / curriculum area views and interests.
Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases. • To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events. • To actively promote the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> • To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget and acting as a cost centre holder.

	<ul style="list-style-type: none"> • To oversee the requisition, organisation and maintenance of equipment and stock, and the keeping of appropriate records. • To work with the Deputy Head Quality Assurance in order to ensure that the subject's teaching commitments are effectively and efficiently time-tabled and roomed.
Pastoral System:	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the department. • To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To act as a Form Tutor or Co-tutor and to carry out the duties associated with that role as outlined in the generic job description. • To contribute to PSHE, citizenship and enterprise according to school policy. • To ensure the Positive Behaviour Management system is implemented in the curriculum area so that effective learning can take place.
Teaching:	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.