



## Endon High School Job Description

### Director of Teaching and Learning

<b>Post Title</b>	Director of Teaching and Learning (English)
<b>Post Purpose</b>	<ul style="list-style-type: none"> <li>To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.</li> <li>To be accountable for student progress and development within the subject area.</li> <li>To develop and enhance the teaching practice of others.</li> <li>To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school</li> <li>To be accountable for leading, managing and developing the subject/curriculum area.</li> <li>To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.</li> </ul>
<b>Reporting to</b>	LT Line Manager
<b>Responsible for</b>	Associate Directors of Teaching and Learning, teaching staff, technicians and other relevant personnel within the department. GCSE KS4 outcomes
<b>Liaising with</b>	Head, Deputy and Assistant Heads, other Directors of Teaching and Learning, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, Local Authority staff, parents.
<b>Working time</b>	195 days per year. Full time
<b>Disclosure level</b>	Enhanced
Main (Core) Duties	
<b>Operational/ Strategic</b>	<ul style="list-style-type: none"> <li>To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.</li> <li>The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.</li> <li>To actively monitor and follow up student progress</li> <li>To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, Special Educational Needs, MARR, etc.</li> <li>To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.</li> <li>To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SDP/DDP and the aims and objectives of the School.</li> <li>To link with the Associate DTL/colleagues within the Department, to ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission.</li> <li>In conjunction with the Director of ICT to foster and oversee the application of I.C.T. in subject area, including the development of materials for the Virtual Learning Environment.</li> <li>To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are reviewed annually and updated where necessary, therefore liaising with the School's Health and Safety Manager.</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>To liaise with the Deputy Head to ensure the delivery of an appropriate,</li> </ul>

<b>Provision</b>	<p>comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan/School Evaluation.</p> <ul style="list-style-type: none"> <li>To be accountable for the development and delivery of subject/s within own brief.</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>To lead curriculum development for the whole department.</li> <li>To keep up to date with national developments in the subject area and in teaching practice and methodology.</li> <li>To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>To liaise with the Leadership Team to maintain accreditation with the relevant examination and validating bodies.</li> <li>To be responsible for the development of Key Skills in own subject/s.</li> <li>To ensure that the development of own subject/s is in line with national developments.</li> </ul>
<b><u>Staffing</u></b>  <b>Staff Development:</b>  <b>Recruitment/ Deployment of Staff</b>	<ul style="list-style-type: none"> <li>To work with the Deputy Head and the Assistant Head (Staff Support) to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>To be responsible for the efficient and effective deployment of technicians/support staff, as appropriate.</li> <li>To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.</li> <li>To make appropriate arrangements for classes when staff are absent, liaising with the Cover Teacher/relevant staff to secure appropriate cover within the department.</li> <li>To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.</li> <li>To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>To participate in the school's ITT programme.</li> <li>To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>To ensure the effective operation of quality control systems.</li> <li>To establish the process of the setting of targets within the department in conjunction with the Assistant Head (Data and Achievement) and to work towards their achievement.</li> <li>To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.</li> <li>To contribute to the School procedures for teacher evaluation.</li> <li>To implement School quality procedures and to ensure adherence to those within the department.</li> <li>To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria.</li> <li>To seek/implement modification and improvement where required.</li> <li>To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>To ensure the maintenance of accurate and up-to-date information concerning</li> </ul>

<b>Information</b>	<p>the department on the management information system.</p> <ul style="list-style-type: none"> <li>• To make use of analysis and evaluate performance data provided.</li> <li>• 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.</li> <li>• To produce reports within the quality assurance cycle for the department.</li> <li>• To produce reports on examination performance, including the use of value-added data.</li> <li>• In conjunction with the Assistant Head (Data and Achievement), to manage the Department's collection of data.</li> <li>• To provide the Governing Body with relevant information relating to the Departmental performance and development.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• To ensure that all members of the department are familiar with its aims and objectives.</li> <li>• To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>• To liaise with partner schools, further and higher education as appropriate, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.</li> <li>• To represent the Department's views and interests.</li> </ul>
<b>Marketing and Liaison</b>	<ul style="list-style-type: none"> <li>• To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases and for the School's monthly newsletter.</li> <li>• 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.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>• 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, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li> <li>• To work with the Deputy Head in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.</li> </ul>
<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of students within the department.</li> <li>• 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.</li> <li>• To contribute to PSHE, citizenship and enterprise according to school policy.</li> <li>• To ensure the behaviour management system is implemented in the department so that effective learning can take place.</li> <li>• To assist in the school processes for advising and counselling pupils on appropriate KS4 option choices and post 16 progression routes.</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a DTL.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive</li> </ul>

	mission and ethos and to encourage and ensure staff and students to follow this example.	
Other Specific Duties		
To continue personal development as agreed.		
To engage actively in the performance review process.		
To undertake any other duty as specified by STPCB not mentioned in the above.		
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.		
Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description		
Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.		
The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.		
This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.		
Personal Qualities	Self-Awareness Accurate self-assessment Self-confidence  Self-management Emotional self-control Adaptability Achievement orientation Initiative Optimism	Social Awareness Empathy Organisational awareness Service awareness  Relationship Management Inspirational leader Change catalyst Influence Conflict management Team work and collaboration

Signed (DTL) \_\_\_\_\_

Date \_\_\_\_\_

Signed (Headteacher) \_\_\_\_\_

Date \_\_\_\_\_