**Head of Teaching and Learning**

**Overview**

The Head of Teaching and Learning (Learning, Teaching and Assessment) will be class based. In addition to their own timetabled lessons, s/he will teach classes to model good practice, support training and development and ensure quality teaching. S/he will take responsibility for ensuring the best possible curriculum, provision, progress and achievement for all pupils. S/he will work closely with the Teaching and Learning Leadership Team to ensure that the school offers a high quality, exciting, engaging, well resourced, differentiated and well-matched curriculum for all pupils through the development and implementation of agreed school policies. The Head of Teaching and Learning will work effectively and collaboratively with all members of the academic team, school leaders, and subject leaders, and will report directly to the Deputy Headteacher.

**Main Duties and Responsibilities**

Work in very close partnership with and support the Deputy Headteacher in effectively leading and supervising all educational efforts of the school, and ensuring that results in all areas are captured and communicated as appropriate.

* Work with the Senior Leadership Team (SLT) and staff in the development, implementation and review of school improvement plans including regular monitoring and evaluation of standards.
* Communicate systematically with the SLT about progress and challenges.
* Make recommendations to the SLT with respect to school-wide assessment, school development, curriculum and instruction, and learning enhancement support.
* Work with the whole staff to develop a strong learning environment that has at its centre high expectations of learning, work, performance and academic achievement.
* Work with the Teaching and Learning Leadership Team in the school’s professional learning and reflection/review and action planning processes by assisting with evaluation to ensure that these areas continue to operate and function efficiently and effectively.
* Provide leadership in the development and management of all learning and teaching resources to achieve the school’s stated aims and in the creation and maintenance of high quality, stimulating, well-resourced and pupil centred learning environments.
* Play an active role in all aspects of school life.

**Learning and Teaching**

Work in very close partnership with the Heads of Subject to support the ongoing development of the learning and teaching programme focusing on the development of teaching practice, supporting teachers’ planning and in the assessment requirements.

* Play a lead role in the development and implementation of the curriculum ensuring detailed and timely weekly teacher planning for delivery and resourcing.
* Mentor and guide Teachers to ensure a differentiated curriculum for all pupils and provide support to teaching teams to thoroughly plan and reflect on their learning and teaching practices.
* With the Heads of Subject, ensure that the curriculum and academic programme meets the needs of all pupils and the standards required.
* Monitor the effectiveness of learning and teaching through teachers’ weekly and long term planning, work samples and moderation, assessment, lesson observations and learning walks, supporting and reporting outcomes and planning next steps and future actions.
* Lead and support the learning and teaching of all pupils through promoting models of excellent classroom practice, coaching, mentoring and support staff self-evaluation.
* Promote creative and innovative practice in teaching and learning including the blended integration of digital technology into classroom practice.
* Provide leadership in the development and management of all learning and teaching resources to achieve the school’s stated aims and in the creation and maintenance of high quality, stimulating, well-resourced and pupil-friendly learning environments.
* Work with the members of the Teaching and Learning Leadership Team to ensure that instructional technologies are effectively leveraged to serve pupil learning.
* Work with the Learning Leadership Team to provide continuous professional development for leveraging technology appropriate to learning for classroom-based staff ensuring their needs are identified and met through quality training opportunities within available resources; and
* Contribute to the development of a continuous professional capacity to ensure that staff have the knowledge, skills and understanding to support the integration of instructional technology and the development of blended learning environments.

**Strategic Planning and Assessment Processes**

In collaboration with the Deputy Head develop and maintain systems to ensure pedagogy is inclusive and meets the needs of all pupils with the tracking and analysis of learner progress through close monitoring.

* Assist in the development and implementation of systems for the collection of useful, timely, and accurate assessment data to track the progress of pupils in order to inform planning, evaluate performance, track progress and secure raised achievement across all levels.
* Ensure the systems and processes are effective for teachers to access high-quality technology for learning (blended learning environment, digital citizenship skills, Digital Learning Spaces etc.)
* Manage the assessment calendar including the testing administration, testing and data collection; and
* In conjunction with the Teaching and Learning Leadership Team oversee the assessment and reporting requirements, ensuring the quality of reporting to parents reflects the expectations of the school.

**Strategic Resourcing**

Assist in the procurement, preparation and management of learning and teaching resources; and

* Monitor the use of resources within the section and their contribution to learning.

**Staff and Pupil Responsibilities**

* Oversee the induction of new Teaching Assistants.
* Line manage and monitor the teaching performance of Teaching Assistants to ensure the provision of high-quality and support for pupil’s progress, achievement, well-being and good behaviour.

**Other**

Assist with any other duties, tasks or jobs reasonably requested by the Headmistress.