



## Job Description

<b>Post:</b>	Head of Learning
<b>Responsible to:</b>	Designated member of the Leadership Group
<b>Salary scale:</b>	TLR 1c
<b>Supervises:</b>	Designated tutors and support staff
<b>Location:</b>	Forest Gate Community School

### Job Purpose

To carry out the professional duties of a Head of Learning and classroom teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

### Main responsibilities of the post

- Have oversight of all matters relevant to the assigned year group including academic standards, behaviour, attendance, welfare and guidance
- Initiate, coordinate and provide intervention strategies in support of raising achievement and improving behaviour appropriate to the year group
- Teaching high quality, engaging, well-planned and differentiated lessons that are rich in the use of Assessment for Learning

### Specific responsibilities

#### *Strategic Leadership*

- Contribute to the strategic development of the school through implementing aspects of the SDP, and promote and implement agreed school policies
- Contribute to strategic school planning as required and fulfil the SEF process
- Model high quality leadership
- Line manage relevant staff including a student manager, and organise the work of a team of tutors
- Ensure the effectiveness of rewards and consequences for a year group to ensure that achievements are celebrated, students are rewarded and behaviour is good
- Have oversight of student voice for a year group
- To attend appropriate INSET, to contribute to the whole-school CPD plan with a view to raising awareness, developing and disseminating good practice

#### *Operational role*

- Establish a positive and supportive ethos in the year cohort through a variety of activities including the leading and organising of year assemblies

- Monitor and support the academic and behavioural progress of students in the year cohorts, and set targets for students and staff to improve standards of behaviour so that students attain challenging school targets
- Organise and ensure the maintenance of appropriate student records
- Ensure effective liaison and communication with parents, other educational institutions and outside agencies
- Ensure high levels of attendance and punctuality of students
- Have oversight of and review the work of the tutors and contribute to their professional development
- To plan and prepare meeting agendas and items for Year Team meetings
- Manage aspects of producing the reports
- Support the leadership group in monitoring the quality of teaching through work trawls, student reviews, learning walks and lesson observations

### *Quality and Standards*

- Prepare reports for staff and governors where necessary
- Contribute to the school's monitoring and evaluation processes
- Adhere to all agreed departmental and whole school policies
- Participate in public and internal examination arrangements as well as other assessment programmes
- Have a working knowledge of teachers' professional duties and legal liabilities and adhere to the teachers' standards
- Take responsibility for own professional development and duties in relation to school policies and practices.
- Promote the school in a positive light in the community and represent the school in various contexts as required.
- Provide information, objective advice and support, as required to the school and the local school board members
- Oversee mentoring within the year group and ensure that mentoring time is used well
- Support teaching and learning within and across the designated cohort of students including AFL delivery
- Work with other middle leaders to ensure continuity, consistency and implementation of best practice
- Keep abreast of and implement relevant educational changes
- Promote and encourage activities for the year group during extra-curricular time
- Attend relevant meetings concerning the designated cohort of students
- Ensure student safety and safeguarding
- Undertake any other duties reasonably requested by the Headteacher, commensurate with the post and reflecting school priorities

### *Teaching and Learning*

- Teaching appropriately the students assigned to them according to their needs. This includes the setting, marking, assessing of classwork, homework, projects and visits, where appropriate
- Act as a role model in the provision of high quality teaching, learning and assessment
- Contribute to the school's monitoring and evaluation processes
- Keep records of students' attendance, classwork and homework
- Encourage student and parental engagement with the DPR
- Endeavour to give every child the opportunity to reach their potential and meet high expectations

### *Staff, Resources and Accommodation*

- Coach and support colleagues in the exercise of their responsibilities in the year group

- Ensure the appropriate standards of care among students in relation to the faculty and school environment
- Undertake self-review and engage in regular Performance Management where appropriate
- Conduct performance management cycle and appraisal for individuals and groups where appropriate

#### *Community*

- Ensure there is an effective and efficient dialogue with parents/carers, outside agencies, community partners and partner organisations
- Represent the school as required
- Develop links with other schools, colleges and learning providers as appropriate
- Liaise with external partners and ensure positive relationships with members of the wider community

#### *General*

- Maintain a high profile in the year team
- Attend and participate in regular meetings
- Support school functions as appropriate
- Contribute to the development and implementation of development and action plans
- Establish effective working relationships and set a good example through personal presentation and professional conduct

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Headteacher.

This job description describes the way the postholder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.