

Magdalen College School

***We are committed to the protection and safety of our students
and expect all staff to share this commitment.***

JOB DESCRIPTION

Name of staff member:

Post Title	Leader of Learning TLR 2c Upper Pay Spine
Purpose	<ul style="list-style-type: none"> • To support and facilitate learning, enabling students to achieve to their individual potential. • To ensure that all pupils achieve their potential through effective use of data, establishing high standards of behaviour and a positive climate for learning throughout the year team
Reporting to	Member of senior leadership team
TLR Responsibilities	<ol style="list-style-type: none"> 1. To lead pastoral development and policy for year group. 2. To lead and manage the tutor team. 3. To support fully the implementation and monitoring of school policies. 4. To monitor student achievement and ensure strategies are in place to address underachievement. 5. To monitor the climate for learning within the year group and work with colleagues to take appropriate, swift action as required to ensure that behaviour supports learning, . 6. To organise assemblies and pastoral time for the year group which meet clearly laid-out aims and objectives. 7. To formulate the team handbook, development plan, interim reviews and analysis of examination results as appropriate. 8. To work with tutor teams to ensure high quality written reports to parents are produced to meet agreed deadlines, as necessary. 9. To monitor the quality and frequency of homework and support colleagues in ensuring that homework supports learning 10. To carry out the performance management of pastoral targets for members of the team, as required. 11. To support the pastoral support team in ensuring high standards of behaviour are achieved. 12. To liaise with HoDs, Special Needs link and Inclusion co-ordinator to ensure students individual needs are met. 13. To keep parents fully informed of achievements and concerns and encourage their involvement in all matters relating to students achievement. 14. To ensure all students are fully supported in the transition between years and key stages. 15. To monitor attendance and punctuality, setting high but achievable targets for individuals, tutor groups and the year group as a whole 16. To take an active role in developing curriculum provision, including the development of PLTS 17. To ensure that appropriate work for excluded students is provided at the start of an exclusion 18. To undertake regular student voice activities and take appropriate action based on its outcomes 19. To ensure line manager is kept informed of issues which could lead to student underperformance.
Responsibilities as a classroom teacher	<ol style="list-style-type: none"> 1. To adhere to the teacher standards by: <ol style="list-style-type: none"> i. Preparing and delivering lessons which follow faculty schemes of learning and meet the needs of individual students i. Assessing, monitoring and reporting students' progress according to faculty and school policy

(relates to students taught)	<ul style="list-style-type: none"> ii. Recording and using data on students' prior and ongoing performance/learning characteristics to inform effective target setting and lesson planning and to enable students to fulfil their potential iii. Contributing to all developmental and organisational priorities within the faculty development plan iv. Sharing and supporting the whole school responsibilities for providing opportunities for the personal and social development of students v. Following all school and faculty policies and procedures vi. Ensuring team leader is kept informed of issues which could lead to student under-performance vii. Ensuring learning support staff are able to effectively fulfil their role in supporting the learning of students. <p>2. To model best practice in the classroom and, as required, to support the professional development of other colleagues.</p> <p>3. To make a substantial and sustained contribution to the work of the school, as agreed with the line manager.</p>
Responsibilities as a form tutor (relates to students in the form group)	<ul style="list-style-type: none"> 1. To monitor and respond to issues regarding attendance following school guidelines in conjunction with the school attendance officer 2. To use all data/information received to monitor and support the overall progress, development and well-being of students 3. To listen and take action on pastoral issues as they arise 4. To keep the Leader of Learning fully informed of issues which could effect student achievement 5. To complete yearly report according to school guidelines 6. To support the personal and social development of students 7. To follow pastoral policy and procedures.
Responsibilities as a member of staff	<ul style="list-style-type: none"> 1. To ensure that the safety and welfare of all students is given priority at all times 2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise 3. To ensure an appropriate individual response to whole school priorities 4. To support the personal and social development of students within the school 5. To engage actively in the Performance Management Review Process 6. To implement all school policies 7. To attend all directed time meetings 8. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.
Personal Qualities; the postholder is expected to be:	<ul style="list-style-type: none"> 1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School 2. Committed to ensuring the safety and welfare of all students at all times 3. Prepared to teach across the age and ability range 4. Committed to team work within all aspects of the school 5. Proactive in terms of furthering their professional knowledge and skills 6. Punctual for all commitments 7. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.

Job description agreed (signed)

Staff member.....

SLT line manager..... Date