



Learning Leader (Generic Job Description)

Any member of staff on a TLR2 scale must:

- **Have an impact beyond their own students.**
- **Influence the practice of others.**
- **Be accountable for a subject or curriculum area.**

Job focus:

- To lead learning for staff and students across the faculty.
- To have particular responsibility for the implementation of whole school policies on Teaching and Learning, Assessment for Learning, Literacy, Numeracy and the use of ICT within the Faculty, in consultation with the Faculty Leader. (Specific responsibilities for these areas will be split between Faculty, Learning and Curriculum Leaders within a Faculty and will be specifically noted on individual job descriptions).
- To support, influence and develop the quality of teaching of other staff within the Faculty.
- To monitor and evaluate the quality of learning and teaching across the Faculty (through opportunities such as student work reviews, student discussion, data analysis and evaluation etc.).

Job Description:

Learning Leaders are responsible on a day to day basis to their Faculty Leader, the appropriate Assistant Headteacher, Deputy Headteacher and ultimately to the Headteacher for all aspects of the work of their areas of the curriculum. There is no distinction between pastoral and academic work, the focus is on successful teaching and learning for all students in that area of the curriculum.

Learning Leaders are, therefore, responsible for:

1. The maintenance of learning standards within their curriculum area.
2. The monitoring, evaluation and support of learning and teaching across the faculty in support of the Faculty Leader.
3. Ensuring that the policies of the school are carried out within the faculty.
4. Cross-curricular liaison with other departments on the issues of responsibility that fall within their remit.
5. Supporting curriculum development within the Faculty.
6. Full involvement in the Performance Management systems of the school.
7. Supporting the maintenance of a Faculty Handbook that sets out the necessary practice of the Faculty in line with the policies of the school.
8. Supporting the maintenance and development of appropriate schemes of work, which give detailed guidance on lesson planning and delivery.

9. Communication with Faculty staff, including day-to-day guidance for staff.
10. Supporting the staff development of all Faculty staff in liaison with the Faculty Leader.
11. Direct responsibility for the maintenance and development of :
 - Literacy
 - Numeracy
 - Assessment for Learning
 - ICT
 - A curriculum strand (e.g. Key Stage/ Subject/Coursework etc.)

(The actual menu of responsibilities will be shared between responsibility holders within the Faculty.)

Further to this there are significant other duties:

1. Liaison with Learning Support Staff.
2. Co-ordination of outside visits, community links and the extra curricular work of the Faculty.
3. Supporting the organisation of the work of the Faculty with respect to internal and external examinations in liaison with the Examinations Secretary.
4. Supporting the co-ordination of Faculty arrangements for parents evenings, in liaison with the appropriate Year Co-ordinator, including seeing that information is provided when possible by any Faculty member who is absent through illness.

In addition, various responsibilities arising directly from the work of the Faculty as required from time to time by the Faculty Leader and the Headteacher.

It is recognised that a long and inclusive list can never itself sum up the full, important and key role of the Learning Leader. It is not meant to be a burdensome list of must dos, but rather an aid to memory of the necessary duties that arise throughout the year. Learning Leaders are key professionals within the school. Their work and professionalism will provide a focus of leadership to other staff and sound guidance to all students within the school. In particular, their role requires initiative in the key area of seeking constantly to improve teaching and learning.

As subject teachers we are responsible individually and collectively for all that occurs in the school as well as the whole education of the students. In this sense we are always 'on duty' while we are in school with the students and we should not allow anything to go wrong if it is within our power to correct it, whether it is litter, bullying, misbehaviour or lack of work.

All adults within school are responsible for safeguarding the young people within our care and all concerns have to be passed on to the Designated Safeguarding Lead or the Deputy Safeguarding Leads. All adults must ensure they are working within the Keeping Children Safe in Education guidelines.

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