



The Excelsior Academy

Job Description and Person Specification

Post:	Head of Learning
Responsible to:	Designated member of the Leadership Group
Salary scale:	TLR 1c £13,544 pa
Supervises:	Designated tutors and support staff
Location:	The Excelsior Academy, Shacklewell Lane, Hackney, London, E8 2EY

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, 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. To provide written/oral feedback on class and homework, in accordance with the scheme of learning. To work as part of a child-centred Excelsior team to support positive behaviour for learning and communicate closely, regularly and effectively with parents/carers and external agencies.
- To support all staff, most notably the behaviour and inclusion teams, in managing the day-to-day behaviour and conduct of pupils across the year group.
- To take account of ethnic and cultural diversity to enrich the curriculum and raise achievement.
- To assess, record and report on the development, progress and attainment of pupils, maintaining accurate records and using the information to inform teaching and 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 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. e.g. Governors' Panels, Intervention meetings, Permanent Exclusion paperwork, managed move information etc.
- 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 your 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
- 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 Dynamic Progress Reporting System.

- 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 as required. Conduct performance management cycle and appraisal for individuals and groups.
- Assist vulnerable pupils experiencing emotional or potential mental health challenges in a professional and empathetic manner and work with families and/or other professionals towards a positive outcome.
- To liaise with the attendance team to arrange/carry out home visits; communicating with parents/carers regarding attendance and punctuality concerns.
- Coordinate and evaluate Parent/carer and Tutor evenings.
- Carry out a range of duties, including 'On-Call', gate duties and detentions.

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.

Person Specification

Qualifications

1. Educated to Degree Level in a relevant subject(s)
2. Qualified Teacher Status
3. Recent and relevant professional development
4. Higher degree or other professional qualification in a relevant area (Desirable)

Experience

5. Has knowledge, skills and experience and the appropriate behaviour required in relation to relationships with students.
6. Teaching that is good or better which impacts positively on student progress.
7. Successful experience of dealing with young people with a range of complex barriers to learning
8. Experience of the use of data, tracking and target setting to raise attainment at individual student and cohort level and identify underperformance.
9. Experience of team leadership and team building.
10. Experience of mentoring or coaching a colleague or team to make improvements or address underperformance'.
11. An understanding and appreciation of the value of interesting and stimulating display and other motivational materials.
12. A familiarity with Information Technology and with its educational use to enhance learning and teaching.

Knowledge and Skills

13. A commitment to and knowledge/experience of effective strategies to maintain and raise attainment, in particular to address the differing needs which exist in the mixed ability classroom, which include second language learners.
14. To be aware of current statutory and educational developments in relation to the post, including the SEND code of practice.
15. Evidence of raising attainment through pastoral or academic environments
16. A good understanding of school attendance procedures
17. The ability to think and work strategically and with vision
18. Ability to communicate effectively, both orally and in writing with a range of audiences.
19. Proven administrative and organisational skills.

Personal Qualities and Attributes

20. A commitment to the aims and values of community comprehensive education, the academy's vision and ethos, as well as to the implementation of equal opportunities policy and practice
21. A commitment to, and understanding of the wider aspects of student development including PSHE and tutoring.
22. A willingness to initiate and participate in both cross curricular and extracurricular activities, as well as demonstrating successful involvement in all aspects of academy life
23. The ability to establish effective and appropriate relationships with students and staff.
24. The ability to relate well to parents, external agencies and the wider community.

25. Is flexible, able to work under pressure and meet deadlines.
26. Is a reflective practitioner who responds to change positively.
27. Understands the importance of professionalism and confidentiality.
28. Is a strong role model for staff and students.
29. Has a proven record of excellent attendance and punctuality.

EQUALITY AND DIVERSITY

The Excelsior Academy is committed to promoting equality for all students and employees. Every individual will be treated with courtesy and respect and his or her contribution to the learning process will be valued. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

The Excelsior Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All shortlisted candidates are subject to an online search as recommended by government guidelines.

All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.

A Section 128 check will be carried out on individuals applying for any role that retains or has been delegated any management responsibilities under the terms of a direction made by the Secretary of State for Education.