

# Job Description

## Director of Learning Foundation subjects



<b>Responsible to:</b>	Assistant Principal T&L
<b>Job purpose:</b>	As a strategic and supportive member of the extended senior leadership team, the post holder will provide strong leadership for the foundation subjects with key responsibility for raising standards of teaching, learning and improving attainment for all students following programmes of study in the foundation subjects. This role has a particular emphasis on curriculum developments and teaching and learning and it is expected that the post-holder will work with the foundation subject post holders in driving forward these developments.
<b>TLR:</b>	TLR1a

**Our aim is to be an outstanding provider of education. The ethos and vision for our Academy is communicated through our high expectations and a culture that accepts no excuses for underperformance. We are passionate about developing outstanding provision that leads to outstanding outcomes in Thornaby Academy.**

**We will not do that in isolation but through engaging parents, business partners and the local community to be part of the planning and delivery of high quality support to our students.**

**We have the capability, are excited about the opportunities, and relish the challenge to develop the system leadership needed to do this across a group of Academies within the Teesside Learning Trust.**

### **Professional responsibilities:**

Within the Academy's overall aims, the post holder will have the following direct responsibilities and accountabilities;

- **Strategic leadership, management and development of all allocated curriculum areas of foundation subjects**
- **Strategic Leadership, management and development of all subject leaders in allocated curriculum areas**
- **Implement, monitor and evaluate CPD for all teams in allocated curriculum areas of foundation subjects**
- **Monitor and evaluate the quality of teaching and learning in all allocated curriculum areas of foundation subjects**
- **Monitor and evaluate progress data and intervention strategies in all allocated curriculum areas of foundation subjects**
- **In conjunction with SLT link, lead on the development and implementation of a whole school responsibility**

### **To ensure high standards of teaching and learning**

- Effectively model the ethos and values of the Academy and Trust and promote high expectations of staff and students
- Provide leadership, management and development of effective Teaching and Learning within and across allocated foundation subjects
- Effectively monitor, evaluate and review teaching and learning in the allocated foundation subjects through a range of quality assurance activities in line with Academy policy
- Promote and establish a positive climate for learning within the allocated foundation subjects
- Monitor and analyse progress data within and across the allocated foundation subjects to identify and implement appropriate interventions and regularly evaluate the impact of these on pupil outcomes to reshape intervention
- Ensure all assessment and marking within and across allocated subjects is of a consistently high standard and in accordance with Academy Policy, leading to students making good and outstanding progress.
- Ensure assessment information to parents is effectively communicated in a timely manner
- Ensure curriculum planning (including short, medium and long-term plans) effectively incorporates TEEP strategies and is personalised to maximise progress for all learners

- Contribute to the development of the allocated foundation curriculum across the Academy in all phases of learning and in partnership with the other Directors of Learning and SLT
- Ensure the provision in the allocated foundation subjects meets the needs of all learners including those with SEND, LAC, high-attainers and disadvantaged students
- Ensure that the Academy Behaviour Policy is implemented effectively within and across all allocated foundation subjects
- Co-ordinate and organise appropriate activities to enhance the learning of students in the allocated foundation subjects including subject intervention sessions, study support opportunities, educational visits, use of the OLC etc
- Liaise effectively with all stakeholders including parents, governors, feeder schools, secondary schools and colleges, business and community partners, and the wider community as appropriate, all in line with Academy ethos and values
- Ensure that the PSHCE programme is followed and embedded within the allocated foundation subjects
- Keep up to date with educational research, national policy and developments, pedagogy and best practice. Share and apply this knowledge to improve the outcomes for all learners in the allocated foundation subjects.
- Collaborate with local networks including other TLT schools to gather, share and implement best practice within and across the allocated foundation subjects

### **Line management and leadership of the allocated foundation TLR post holders and subject leaders**

- Effectively model the Ethos and Values of the Academy and Trust
- Support and direct the professional development of staff within the allocated foundation subjects to reflect Academy, Faculty and individual needs and aspirations
- Track, monitor, evaluate and report on the progress of students in the allocated foundation subjects.
- Work with parents/carers to ensure they have up-to-date information and understanding to support students in line with Academy Policy
- Oversee the Performance Management process within the allocated foundation subjects, ensuring that objectives are set in accordance with the Academy 'career stage expectations' and make recommendations on pay decisions in accordance with the Academy Pay Policy
- Support staff with a range of strategies to improve performance where it falls short of the career stage expectations and escalate concerns accordingly
- Ensure that communication is effective and positive within the allocated foundation subjects
- Effective organisation of work, people and resources within the allocated foundation subjects to ensure the efficient and smooth running of the department
- Organise and manage the work of the team to support the development of a shared vision, ensuring the contribution and commitment of the team to move the department forward
- Support, challenge, motivate and guide the team in their individual and collective roles
- Effectively chair department meetings
- Coach team members in their role to improve their effectiveness to positively impact on outcomes for all learners

### **To develop your own, and faculty, knowledge, skills and expertise**

- Ensure compliance with statutory requirements in your own faculty and liaise with subject leaders to ensure compliance across the foundation subjects
- Ensure the appropriate inclusion of ICT in the foundation subjects scheme of work, facilitating staff training and support as required
- A commitment to your own personal and professional development to enable you to operate effectively in the role of Director of Learning for the foundation subjects

### **To support and contribute to whole Academy developments**

- Make positive contributions to the development and implementation of Academy policies
- Demonstrate commitment to planning and implementing strategies in line with the Academy priorities, policy and practice
- Liaise with external agencies as required
- Represent the views, interests and concerns of the foundation subjects
- Support the ethos of the Academy and implementation of policies in all aspects of the role

- Take responsibility for the strategic direction and development of the foundation subjects in the Academy
- Report to Governors and the Academy Trust if required
- Develop effective and positive relationships with parents by keeping parents informed of developments in the foundation subjects
- Ensure that parental engagement and communication remains a high priority within the foundation subjects.
- Make contributions to relevant sections of the Academy Improvement Plan and SEF

#### **Other Duties**

- Undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with an Assistant Principal role
- Carry out a share of supervisory duties in accordance with published rotas
- Participate in performance management arrangements
- Adhere to published school policies and procedures
- Attend regular meetings with your line manager
- Attend governor meetings as requested
- Pursue personal and professional development opportunities to meet the changing demands of the job
- Organise appropriate training activities and encourage staff in their training and development
- Monitor, evaluate and review the quality and effectiveness of staff supporting the learning of students

#### **Teaching**

To accept responsibility for a teaching commitment of approximately 20 hours per week (pro-rata) leading by example in all matters relating to the teaching commitment

#### **Other**

- To support the Academy during social times in accordance with the Academy duty rotas
- To attend relevant meetings outlined on the Academy calendar
- To attend relevant parent consultation evenings and days as outlined in the Academy calendar
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above
- To comply with the Academy Safeguarding arrangements at all times and provide personal documentation or details to facilitate any checks that are required
- To be aware of, and comply with, the Academy's policies
- To attend and perform in accordance with the Academy expectations

**Thornaby Academy and Teesside Learning Trust are committed to Safeguarding and promoting the welfare of children and young people.**

**All appointments are subject to satisfactory checks prior to and throughout the duration of employment. All checks are mandatory and must be completed to the satisfaction of the Trust before a conditional offer of employment is confirmed.**

#### **NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description will be reviewed regularly and it may be subject to modification or amendment at any time. This job description does not form part of the contract of employment. It describes the responsibilities that the post holder is expected to perform.