



Title of Post: Director of Learning Discover	Salary: Leadership L6-L10
School: Batley Grammar School	

Purpose

To direct learning and oversee the constituent subjects in the Discover faculty. To promote outstanding teaching, learning and feedback and, in so doing, achieve outstanding progress for all groups of students.

Responsible to the Headteacher and the Senior Leadership Team. Responsible for Faculty Teaching Staff.

The Learning Leader of Discover is directly responsible to the Headteacher through their SLT line manager for:

- Promoting outstanding learning and teaching within the Discover subject areas, sharing best practice and ensuring the subject staff promote interest and enjoyment in their subject areas;
- Ensuring effective teaching and assessment throughout the Discover subject areas and in a manner consistent with whole school policies;
- Monitoring and evaluation of teaching, pupil attainment and progress within the DISCOVER subject areas;
- Working closely with the link member of the SLT with an emphasis on improving the quality of teaching and raising achievement, wherever possible;
- Maintaining morale coupled with a shared commitment to improving standards wherever possible.
- Collaborating with the SLT and other Discover subject areas heads in helping to formulate, disseminate, and implement whole school policies and initiatives;
- Coordinating the work of constituent subject areas within the Discover subject areas so that there is a shared understanding of whole school policies and procedures and ensure that they are properly implemented, providing support where necessary;
- Holding regular Discover group meetings as part of a planned sequence of meetings in the year;
- Being well informed of pupil attainment and progress within the Discover subject areas and coordinating intervention where necessary;
- Overseeing the monitoring and evaluation of teaching, learning and assessment across the Discover subject areas, ensuring that subject staff interventions are timely and appropriate;
- Holding Discover subject staff to account, ensuring that there is consistency in approach and that school policies and procedures related to T&L, assessment and achievement and progress are followed;
- Liaising with the Discover subject staff with subject responsibility to ensure that they are following a consistent approach to self-reviews in their subject area and have a departmental improvement plan in place which closely follows the priorities of the SIP;
- Appraising members of the faculty;;
- To carry out such other duties relevant to the Discover subject areas that may be required from time to time.

Personnel Management

- Undertake staff appraisals as required;
- To provide related professional guidance to colleagues with the aim of securing high quality teaching and support for pupils with additional needs;

- To identify training and development needs of staff and support development within the financial parameters imposed by the budget;
- Participate in the recruitment personnel and ensure effective induction of new staff in line with school procedures;
- Participate in the school's Initial Teacher Training programme as required;
- To collaborate with Heads of Departments and pastoral staff to ensure that all students have equal access to learning;

Teaching and Learning

- To develop, with the support of the Head, SLT and other colleagues, effective ways of overcoming barriers to learning;
- To ensure an effective learning environment and support other staff in the implementation of positive behavior management;
- To proactively liaise with other relevant institutions in planning referrals and reintegration programmes;
- To contribute to the in-service training of staff in the good practice of SEND teaching and support.

Knowledge and Skills

- Keep up to date with national developments regarding teaching practice/methodology and leadership initiatives;
- Keep up to date with developments in the use of comparative data;
- Demonstrate a high degree of emotional intelligence and empathy;
- Promote and maintain effective and professional communication with individuals and groups.

Quality Assurance

- Establish and reinforce common standards of good practice;
- Monitor and evaluate performances against school, local and national performance indicators;
- Monitor the quality of teaching and learning and support in line with the requirements of self-evaluation and the School Improvement Plan.

Meetings

- Meet regularly, as required, with the SLT and attend Governor/SLT meetings on request;
- Chair and facilitate departmental meetings;
- Attend relevant meetings including review and multi-agency meetings and Local Hub network meetings.

Additional Information

- Undertake any such duties commensurate with the post as directed by the Head teacher/Line Manager
- As part of the wider duties and responsibilities, the teacher is expected to promote and actively support the school's responsibilities towards safeguarding.
- As an essential: A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

Generic duties and responsibilities for all Batley Grammar School staff

Data Protection

- Being aware of the school's responsibilities under GDPR for the security, accuracy and relevance of personal data held and ensure that all administrative and financial processes comply with this by maintaining records in accordance with the Act's guidance.

Child Protection

- Work in accordance with the school policies and guidance on Child Protection.

Confidentiality

- Treating all information acquired through your employment, both formally and informally, in strict confidence.

Equal Opportunities

- Understanding, complying and enforcing equal opportunity within the work place. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.

Health and Safety

- Being responsible for your own Health & Safety, as well as that of colleagues, students, parents and visitors. Employees should follow the School's Health & Safety Policy and Procedures, co-operate with management, follow established schemes of work, use protective equipment where necessary and report defects and hazards to management.

Professional Standards

- Supporting high uniform standards by maintaining smart appearance and dress appropriate to the job for which staff have been employed which reflect the expectations we have for students and pupils;
- All staff should arrive on time to commence their duties as described by their contracts;
- All staff are expected to attend on the days covered by their specific contract;
- All staff are reminded that in their behaviour and conduct they are required to be positive role models for young, developing and impressionable minds;
- All staff are expected to treat each other, parents, students and member of the public with respect;
- Promote the school in the wider community.

Contributing as an effective and collaborative member of the School team

- Participating in training, as appropriate, to be able to demonstrate competence;
- Participating in First Aid training if required;
- Participating, as appropriate, in the ongoing development, implementation and monitoring of the School and departmental development plans;
- Championing the professional integrity of the School;
- Supporting Teaching and Learning focus and the electronic management of processes;
- Actively sharing feedback on School policies and interventions;
- To act as a Form Tutor in the 11-16 age range
- To give advice to pupils and parents
- To attend Parents' Evenings, achievement celebrations and Open Days
- Undertaking any other reasonable request, within the capabilities of the post holder, as requested by the Head teacher.

Criteria		Essential/ Desirable	How Assessed
Education, Qualifications and Experience:	Qualified Teacher Status.	E	A/I
	Educated to degree level in relevant subject. A higher degree/diploma or further qualification, preferably in the field of education management.	D	
General and Special Knowledge:	<p>Knowledge and understanding of current initiatives in education, especially in terms of the requirements for delivering outstanding learning and teaching opportunities in the classroom</p> <p>Experience and evidence of successfully leading, managing, developing, inspiring and motivating staff</p> <p>Experience of classroom observation and assessment Demonstrable success in raising standards</p> <p>Experience of monitoring and evaluating staff and pupil performance and supporting, challenging and intervening as appropriate Experience of systems leadership for example as an SLE would be desirable</p> <p>Knowledge and understanding of the national policies affecting secondary education and the academies agenda</p> <p>Experience of effectively managing staff teams.</p>	E	A/I

	<p>Ability to work as a team leader and inspire others.</p> <p>Experience of working successfully in a cross-curricular team.</p> <p>Experience of improving outcome for learners.</p> <p>Excellent classroom practitioner.</p> <p>Total commitment to multicultural context, multi-faith communities and safeguarding. .</p> <p>Ability to use ICT for teaching and administrative purposes.</p> <p>Ability to relate to, and motivate, learners.</p> <p>Excellent communication skills.</p>		
Skills and Abilities:	<p>Ability to communicate clearly and effectively with a range of audiences, together with an ability to negotiate at all levels and resolve conflict</p> <p>Ability to set appropriate targets for the improvement of school performance and to establish, monitor and evaluate a faculty/subject area action plan in relation to those targets</p> <p>Establish direction, influence others towards shared goals and empower, inspire and motivate individuals.</p> <p>Ability to analyse information from a wide variety of sources and solve complex problems</p> <p>Passionate about high standards of pupil achievement and able to translate that into effective strategies</p> <p>Ability to demonstrate sound organisational skills, to work under pressure and to prioritise effectively</p> <p>Ability to use ICT effectively as a management and a learning tool</p> <p>Able to identify needs, set objectives and see them through to successful outcomes</p> <p>Able to successfully identify and promote school improvement in creative and innovative ways</p> <p>Ability to work as an effective member of the extended leadership team to create a positive ethos within the organisation which is recognised by staff, pupils, parents and the wider community</p> <p>Able and willing to work flexibly in order to meet deadlines and to achieve the required outcomes</p> <p>To have high expectations for accountability and consistency</p>	E	A/I

	<p>The monitoring of pupils' progress and introduction of effective intervention strategies as appropriate</p> <p>Ability to work effectively as part of a team.</p>		
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Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications (QTS)
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed:

Signature of Teacher:

Date:

This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview, etc.