

JOB DESCRIPTION – DIRECTOR OF LEARNING

JOB PURPOSE:

- To have overall responsibility for the academic and personal development of all students in the year group.
- To ensure all students receive appropriate care and guidance.
- To monitor all data including academic progress; behaviour and attendance; rewards; extra-curricular involvement and to establish interventions as appropriate.
- To induct; manage and develop staff for whom you have direct line management responsibility for.
- To provide an effective link between home and school for parents and carers.
- To manage and monitor tutoring across the whole year group that is: informed by best practice; lively relevant and engaging; well planned and target driven.
- To manage and monitor staff well-being.

AREAS OF RESPONSIBILITY:

- A. Monitor tutors' management of student progress.
- B. Use individual tracking of students to monitor their academic progress.
- C. Ensure that students' receive the best possible welfare support.
- D. Manage, in collaboration with appropriate middle managers, Behaviour for Learning across the year group.
- E. Contribute to whole school management and strategic planning.
- F. Respond to student surveys.
- G. Ensure that responsibilities take place within an environment which is safe and healthy for colleagues, students and visitors.
- H. Develop all staff in the year team.
- J. Introduce new staff to their task.
- K. Provide a motivating environment for his/her staff.
- L. Challenge and support underperforming staff.
- M. Lead the team in a way that positively supports the schools agreed policies.
- N. Financial planning and monitoring.
- O. Manage the professional management needs of other post holders within the year team.
- P. Ensure that the views of students are heard and responded to in a coordinated way.

KEY TASKS:

- A1. Ensure that all information is available to tutors to inform their pastoral role.
- B1. Monitor and evaluate data from the tracking system on an individual and a cohort basis.
- B2. Implement appropriate interventions in light of data from the tracking system in consultation with colleagues as appropriate.
- B3. Ensure that the reporting of student progress is conducted in line with the school reporting policy and that all school deadlines for submission of such reports are met by all members of the year team.
- C1. Liaise with appropriate agencies external to the school.
- C2. Liaise with appropriate teams within the school including: Learning Support; Pastoral Support; Curriculum Group; Most Able; Disadvantaged.
- D1. Take a lead in the implementation of the school behaviour policy in the year group.
- D2. Monitor and review data on behaviour; attendance; rewards; extra-curricular involvement and implement appropriate interventions in collaboration with appropriate colleagues.
- E1. Attend and contribute to a range of professional meetings.

- F1.** Take appropriate actions in response to student surveys.
- F2.** Respond strategically to trends that emerge from student surveys.

- G1.** Follow guidance provided in the current school health and safety policy.
- G2.** Report accidents, near-misses and building faults in line with school policies and procedures.

- H1.** Support the professional development needs of tutors.

- I1.** Ensure that new staff for which you have responsibility receive induction in line with whole school induction policies and processes.

- J1.** Create a stimulating environment built on a creative approach to positive solutions, with the focus on learning and development in all aspects of the work of the year team.

- K1.** Ensure that underperforming staff feel supported and challenged to improve.

- L1.** Take an active part in the pastoral group, aiming to develop learning within the school and leadership and management of the broad curriculum.
- L2.** Communicate and explain whole school direction coming through the pastoral group to all members of the year team.
- L3.** Work with staff in the year team where conflict arises between the whole school direction agreed through the pastoral group and the behaviours of team members which are at odds with the whole school direction.
- L4.** Work to find a solution to any conflict arising as described in N3.

- M1.** Ensure at all times that all financial planning and expenditure is in line with best value practice.

- N1.** Provide a professional role model of management for all other post holders within the year team.
- N2.** Provide appropriate management development opportunities for all members of the year team.

- O1.** Ensure that there is an effective year voice and that students are given a structured opportunity to be involved in the life of the school.
- O2.** Evaluate the impact of teaching and learning on students including the views of students and parents.

ACCOUNTABILITY:

The Director of Learning will report to the appropriate Key Stage Coordinator.