

Job Description: Head of Teaching and Learning/ Deancroft Phase Lead

JOB PURPOSE

This exciting post combines the role of whole school Teaching and Learning Lead with the role of Phase Lead Key Stage 4/5 pupils. It is a varied role in which being visible, pro-active and a key person in the school day of the pupils is at the heart of the position.

MAIN DUTIES AND RESPONSIBILITIES:

Leading Pupils – Inclusion – attendance, behaviour and wellbeing

- To promote the values of pride in the school and consideration of others amongst all stakeholders
- Ensure that the basic standards of behaviour are known and understood, by all within phase and have a key part in being a role model for the pupils, supporting them and working with them to bring about positive choices.
- To have oversight of progress, behaviour, wellbeing and attendance across the phase.
- To support the leadership of key strategic aspects of the phase (eg transition, options, work experience, revision and exams).
 - Ensure the delivery of relevant elements of the school development plan for phase pastoral activity.
 - To quality assure the tutorial and form time curriculum.
- Develop effective systems for student and parent communication.
 - Support the leadership of the school's systems, including effective strategies for improving Behaviour, Attendance and Pupil Voice.

Teaching and Learning

- Leading on the continual improvement of the teaching and learning skill of all teaching staff, particularly through observation, review, mentoring, coaching, and modelling
- Lead the strategic planning, monitoring and evaluation of teaching, learning and assessment and improvement plans across the school.
- Ensure that all pupils in the phase have appropriate support planning in place to ensure they can make expected progress and thrive in school.
- Monitor and evaluate the planning of teachers – providing regular feedback.

- Ensure teachers are aware of the needs of all phase pupils and make provision for this in their planning.
- To embed the new ISI framework and criteria and ensure all staff are trained and competent.
- To develop structures for staff to share their own successful practice.
- To review annually all policies related to T & L to ensure they are effective.
- Presenting clear evaluations of strategies, interventions and outcomes to different stakeholders.
- Providing outstanding leadership and management to and of staff and pupil
- Contribute to effective strategic leadership of the school, working closely with the senior leadership team.
- To assist with the setting and monitoring of professional standards in the work of all members of teaching staff.
- Ensure that work is prioritised and resources are allocated in line with the strategic plan.
- The post holder will be expected to carry out other such professional tasks commensurate with the duties, responsibilities and level of the post.
- Promote and safeguard the welfare of pupils you come into contact with.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and adhere to all of school's policies and procedures and comply with their contents; raising any concerns in a timely manner.

Leading Staff – Staff Development Quality Assurance

- To identify staff training requirements and support the production and delivery of a training plan.
 - To guide and advise staff in their training and professional development.
 - To co-ordinate and quality control the delivery of performance management for teachers.
 - To implement interventions to support underperforming staff.
 - Ensure that feedback from tutor observation and work scrutiny is appropriately reflected in teachers' planning.
- Leading Staff – Teaching and Learning Quality Assurance**
- Lead / participate in the quality assurance cycle as directed by the Headteacher

Whole School Leadership and Wider Professional Effectiveness

- Contribute to the strategic formulation, development, implementation and quality assurance of school policy development planning.
- Contribute to the review and updating of the phase and whole school development plan.
- Support or lead whole school events / functions as appropriate.
- Assist in the implementation of all school policies and procedures where appropriate, for example Equal Opportunities, Health and Safety, etc.
- Participate in the induction of new staff to the phase
- Actively promote the development of effective links with external agencies.
- Maintain 'leading edge' knowledge through reading, INSET, research and other relevant development opportunities to inform own practice, demonstrating impact in teaching and on pupils' learning.

Other Professional Requirements:

- Take responsibility for a range of curricular events that ensure pupils have real chances to experience a full range of learning opportunities, beyond the subject classroom.
- Establish and maintain effective working relationships within the wider team and also with other colleagues and clients / partners of the school.
- Participate as required in meetings with colleagues in respect of the post's duties and responsibilities.
- Any other duties and responsibilities within the range of the salary grade.
- Mentor and coach staff and pupils to develop confidence and maintain positive attitudes.
- Communicate effectively and with professional integrity within and beyond the school community.
- Encourage pupils' motivation and enthusiasm in the school, developing positive responses to challenge and high expectations.
- Identify own personal and professional development needs and achieve own challenging professional objectives.
- Build and maintain effective teamwork with high expectations of outcomes.

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken within the school's data protection guidelines.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description will be reviewed annually with the post holder and the line manager to reflect or anticipate changes in the job, commensurate with the grade for the post and job title.