**Associate Senior Leader - Digital Learning & CEIAG - Job Description**

**Purpose:** To serve the vision of excellence in all we do by leading key curriculum areas to ensure that all our students benefit from the highest quality education and achieve the best possible outcomes.

**Responsibilities**

* Curriculum leader for Computing
* Leadership of Digital Learning
* Leadership of CEIAG

**Line management**

* Computing department
* Other subject areas depending on experience
* IT Network Manager
* Careers Advisor

**Role Objectives**

1. **General Responsibilities**

In addition to the duties laid out in the latest edition of the School Teachers Pay and Conditions Document the Associate Senior Leader will:

* Be a member of the Leadership Team, thus leading the monitoring, evaluation and development of all aspects of school life and deputise for other SLT members when required
* Monitor, evaluate and develop the quality of learning and teaching throughout the school
* Develop the skills of middle leaders, teachers and support staff
* Work with the Headteacher and Governors to develop, implement and evaluate a strategic vision for the school and help to secure the objectives of the School Development Plan
* Share general aspects of whole school management (e.g. staff appointments, staff development activities, communicating with staff and parents, organising events)
* Lead and secure success by ensuring the effective implication of school policy
* Provide a significant presence around the school at all times throughout the day
* Represent the school to external stakeholders as and when required
* Liaise as appropriate with professional bodies and other external organisations as required by Headteacher
* Attend key events such as Open Days as required by Headteacher
* Report to the relevant staff on any emergent SEND, Health & Wellbeing and Health and Safety with respect to students
* Undertake any other duties at the direction of the Headteacher

**2. Achievement & Standards in the key subject areas**

* Secure excellent academic progress and outcomes for all students at The Vyne Community School in the subject areas that you line manage
* Line manage the teachers / subject leaders in your key subject areas, hold them to account, support them in their work and develop them professionally
* Monitor and evaluate all streams of data and implement subsequent action plans, evidence impact
* Ensure that the school has a rigorous system of self-evaluation and is prepared for external scrutiny of your key subject areas
* Work with other SLT to ensure that improvements in Teaching and Learning and Outcomes support each other across the curriculum in order to ensure a cohesive and consistent quality of curriculum and learning across the school

**3. Learning & Teaching in the key subject areas**

* Monitor, evaluate and develop learning and teaching in the subject areas that you line manage your key subject areas to secure continuous improvement and ensure that the quality of teaching is consistently excellent
* Support and challenge staff to teach better lessons in your key subject areas
* Monitor, evaluate and develop the professional development of staff in your key subject areas with reference to teaching
* Monitor, evaluate and develop the provision for High Prior Attainers in your key subject areas

**4. Curriculum development in the key subject areas**

* Monitor, evaluate and develop the curriculum in your key subject areas for sustainable improvements
* Support the Deputy Head with curriculum and staff planning in your key subject areas
* Implement, evaluate and develop the systems for assessment, reporting and recording in your key subject areas
* Line manage any members of associate staff working in your sphere of responsibility
* Attend the Governors’ meetings as required to report back on standards in your key areas
* Participate in external curriculum meetings as and when directed by the Headteacher

**5. Performance Management**

* Line-manage HODs/subject leaders/ support staff and monitor performance
* Set challenging objectives; ensure developments reflect school, departmental and individual needs and aspirations
* Use comparative data to identify individual teacher performance
* Ensure up-to-date knowledge in terms of teaching pedagogy and subject knowledge and industry standards for staff under your leadership
* Ensure all statutory requirements are met and evidenced
* Demonstrate a clear commitment to your own and others’ professional development

**6. Service Delivery**

* Lead on the systems management and administration of the digital platforms/services, handling issues such as user account management, general configuration tasks, upgrades and technical developments, GDPR.
* Manage various administrative processes relating to content management, transfer and back-up, and ensuring systems are in place to respond to technical enquiries from staff and students.
* Manage the relationship with our e-learning and digital platform service providers.
* Implement and promote new digital and e-learning services to further enhance the student experience and parent interface. Ensure that staff needs are understood and met.
* Liaise as necessary with the IT manager and facilities team to ensure the effective integration of relevant services and platforms.

**7. Initiative and problem solving**

* Investigate and evaluate emerging technologies to ascertain their suitability for investment and/or implementation
* Monitor and evaluate the pedagogical effectiveness of online content and activities used in school.
* Investigate and solve technical problems arising in the online delivery of content

**Person Specification - Associate Senior Leader**

* Fully supportive of the school’s ethos with a clear understanding of the vision of the school
* Hold a good Honours Degree, have qualified Teacher status and be capable of teaching
* outstanding lessons
* Recent and relevant professional development
* Ability to enthuse, inspire and develop staff and students
* Proven track record of raising standards and securing good outcomes in a department area
* Successful experience of whole school responsibility
* Demonstrable experience of effectively managing and implementing change
* Ability to manage resources efficiently
* Genuine enjoyment of working with young people
* Understanding of and commitment to inclusion for all
* Knowledge and understanding of current best practice in learning and teaching
* Demonstrable understanding of effective school evaluation
* Knowledge of current educational issues and recent legislation
* Excellent communication skills and the ability to lead teams
* Commitment to working as a team player
* Capacity to work hard under pressure
* Personal integrity and the drive to do what is best for the students
* Ambition for self and students