



OLIVER GOLDSMITH PRIMARY SCHOOL

JOB DESCRIPTION **Leader of Teaching & Learning** **(Leadership Team Member & Faculty Leader for Maths)**

POST	CORE CURRICULUM FACULTY LEADER
JOB PURPOSE:	<ul style="list-style-type: none">• To support the Senior Leadership Team in providing leadership and management of the highest professional standard for the whole school.• To uphold the ethos, aims and values of the school, its policies and codes of practice at all times and in all circumstances.• To work within the leadership group promoting high quality, optimum standards and high achievement in all areas.• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for all learners in your care.• To facilitate and encourage learning experiences which provide learners with the opportunity to achieve their potential and to contribute to raising standards of their attainment.• To carry out the professional duties of a teacher.
REPORTING TO:	THE HEAD TEACHER
RESPONSIBILITIES:	<ul style="list-style-type: none">• To support the Headteacher, Deputy Headteacher and Assistant Headteacher in providing the vision, leadership and direction to ensure that the school is managed and organised to meet its aims and targets, in a positive united way.• To work with others, to evaluate the school's performance to identify priorities for continuous improvement and raising standards: ensuring opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives, and to be a member of the Leadership/Wider Leadership Group.• To act as an excellent role model of professionalism at all times: being well-organised, working to deadlines, providing an excellent model for personal attendance and punctuality, ensuring, as a minimum, personal working hours, which reflect those of the majority of teachers.• To help the Headteacher, Deputy Head & Assistant Head to draw on the school community to create a productive learning environment that is engaging and fulfilling for all learners.• To assist all staff to maintain positive attitudes and good relationships.• To ensure high quality teaching and learning, standards and provision across the school.• To coordinate volunteers and work experience students
LIAISING WITH:	All staff (teaching/ support), parents and governors, LA representatives, Government and External Agencies.
LINE MANAGEMENT OF:	Teachers and Support Staff related to faculty/area of responsibility.
WORKING TIME AND STATUS	Full time Permanent
SALARY/ GRADE	TLR 2B



<p>MAIN DUTIES.</p> <p>A. SHAPING THE FUTURE</p>	<p>WITH THE HEAD TEACHER, DEPUTY HEAD AND ASSISTANT HEAD:</p> <ul style="list-style-type: none">• To ensure that the vision for the school is clearly articulated, shared, understood and acted upon by all.• To work with the school community to translate the vision into agreed objectives and operational plans that will promote and sustain school improvement.• To develop the school's strategic plan by contributing to the priorities for the school development plan ensuring that strategic planning takes account of the diversity, values and experience of the school and community at large.• Implement the agreed aims of the school, consulting and liaising with the leadership group, SLT and other staff, to establish priorities and ensure that agreed policies are carried out.• To demonstrate the vision, values, standards and expectations in everyday work and practice.• To motivate and work with others to create a shared culture and positive climate and promote good working relationships and a team spirit amongst the staff.• To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.• To represent staff views to the leadership group and equally ensure that the leadership group view is relayed to the senior leadership team and staff in a positive united way.
<p>B. LEADING LEARNING AND TEACHING</p>	<p>WITH THE HEAD TEACHER, DEPUTY HEAD AND ASSISTANT HEAD:</p> <ul style="list-style-type: none">• To ensure a consistent and continuous school-wide focus on pupil achievement, using data and benchmarks to monitor progress.• To ensure that learning is at the centre of strategic planning and resource management.• To contribute to the determination, organisation and implementation of a diverse, flexible curriculum and assist in the implementation an effective assessment framework.• To establish creative, responsive and effective approaches to learning and teaching.• To lead on the development and implementation of faculty action plans.• To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.• To demonstrate and articulate high expectations and monitor the stretching targets set for the whole school community.• To support the implementation of strategies that secure high standards of behaviour and attendance across school - working with the leadership group to manage pupils' behaviour, ensuring that school policy is followed consistently and communication is maintained with pupils, staff and parents.• To provide leadership to the faculty in terms of curriculum, assessment, teaching and learning.• To ensure continuity and progression through the faculty.• To support in the induction of newly appointed teachers within the faculty.• To monitor, evaluate and review teaching and learning in the faculty and help to promote improvement strategies• To provide a focus on teaching and learning through, training, support and advice to staff through joint planning, modelling lessons, team teaching, coaching etc.• To encourage good practice with regard to punctuality, standards of work and homework.• To establish and implement school policies and practices for assessing, recording and reporting on learners' achievement and to use this information



	<p>for further planning and teaching and to recognise progress in report writing and record keeping.</p> <ul style="list-style-type: none">• To ensure that information about learners' achievements in previous classes is used and valued for further progress.• To lead on whole school developments.• To lead and support in specific curriculum projects, according to the needs of the school and the faculty.
C. DEVELOPING SELF AND WORKING WITH OTHERS	<ul style="list-style-type: none">• To keep abreast of current developments in education generally and leadership and management in particular.• To be responsible for own professional development.• To treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.• To build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.• To support effective planning, allocation, and evaluation of work undertaken by teams and individuals, monitoring the clear delegation of tasks and the effective devolution of responsibilities.• To acknowledge the responsibilities and celebrate the achievements of individuals and teams.• To maintain a culture of high expectations for self and for others.• Regularly review own practice, set personal targets and take responsibility for your own personal development.• To manage your own workload and that of others to allow an appropriate work/life balance.• To provide an excellent model for personal attendance and punctuality, ensuring, as a minimum, personal working hours that reflect those of the majority of teachers.
D. MANAGING THE ORGANISATION	<p>WITH THE HEADTEACHER, DEPUTY HEAD AND ASSISTANT HEAD:</p> <ul style="list-style-type: none">• To support with the supervision of pupils at lunchtime; being also entitled to a reasonable break in the school day.• To lead school assemblies.• To lead staff meetings and CPD as necessary.• To manage a faculty budget to ensure value for money, liaising with staff within each faculty and the Business Manager where required.• To help to manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.• To ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.• To ensure that faculty staff are deployed appropriately.
E. SECURING ACCOUNTABILITY	<p>AS DIRECTED BY THE HEADTEACHER AND THE SENIOR LEADERSHIP TEAM:</p> <ul style="list-style-type: none">• To challenge underperformance at all levels and ensure effective corrective action and follow-up is put in place and has an impact on improvement.• To take part in performance management as a team leader.• To assist with the developing of individual staff accountabilities that are clearly defined, understood and agreed and are subject to rigorous review and evaluation.• To work with the governing body and individual governors (providing information, objective advice and support) to enable them to meet their responsibilities.• To be actively involved in whole school monitoring, evaluation and review programmes.



F. STRENGTHENING COMMUNITY	<p>WITH THE HEADTEACHER, DEPUTY HEAD AND ASSISTANT HEAD:</p> <ul style="list-style-type: none">• To work closely with partners in other schools in the Locality Network in order to develop initiatives, share good practice and promote higher standards.• To assist in promoting parental involvement in pupils' learning, participating actively in parent and community events and working closely with home school link staff to develop and maintain good relationships.• To emphasise the benefits of a multi-ethnic school, strongly opposing any form of racism, and promoting equality of opportunity in terms of gender, ethnicity, religion, class and disability to build a school culture and curriculum which takes account for the richness and diversity of the school's communities.• To securing the commitment of the wider community by developing and maintaining effective partnerships in order to raise standards locally• To assist with a range of community-based learning experiences.• To collaborate with other agencies in providing for the academic, spiritual, moral, social emotional and cultural well-being of pupils and their families.• To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its values to the wider community.• To co-operate and work with relevant agencies to protect children.• To developing strong home-school links and early partnership with parents including workshops, homework, transition arrangements etc.
G. GENERAL DUTIES.	<p>To undertake such duties at the direction of the head teacher as may reasonably be required by the changing needs of the school.</p> <p>1.This Job Description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out, although the duties listed will qualify for non-contact time for Preparation, Planning and Assessment, in line with your teaching time. Leadership and Management time will be negotiated and identified.</p> <p>2. To work in accordance with 1988 Education Act, more recent legislation with particular reference to Health and Safety requirements and DfE guidance, LA Policy and advice.</p> <p>3. To supervise and monitor learners' behaviour and conduct both in lessons and in the playground as part of the school duty of care, pastoral and welfare support.</p> <p>4. To ensure that records and reports of all accidents to children, staff and visitors are professionally dealt with and shared on a need to know basis with staff and after consultation with parents when appropriate.</p> <p>5. To liaise and maintain good relationships with parents, relatives, guardians or carers and to offer help and support as required.</p> <p>6.To take part in the school routines for Performance Management and Continuing Professional Development.</p> <p>7. To attend staff meetings and other professional training as appropriate.</p> <p>8. To be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers.</p> <p>A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances therefore it is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.</p> <p>Any such further reasonable direction to you, not covered by the above, will be the responsibility of the Headteacher.</p>



H. SPECIFIC RESPONSIBILITIES	<ul style="list-style-type: none">• To observe, analyse and monitor particular aspects of the School Development Plan in line with the school monitoring programme.• To mentor and coach individual colleagues as agreed with the Headteacher and individuals after analysis and consultation.• To report to SLT, Staff, Governors and the LA as necessary and to contribute to school self-evaluation and the up-dating of the SEF.• To be a Leader for Performance Management• To be a member of the School Leadership Team.• To attend training courses as agreed with the Headteacher and your own Performance Management objectives.
I. Agreement	<p>If any further changes are required, there will be appropriate consultation.</p> <p>Received and accepted by _____</p> <p>Headteacher _____</p> <p>Date _____</p>