



Clacton County High School

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Higher Expectations, Raising Aspirations, Transforming Lives

JOB DESCRIPTION 2023

Title of Post: Director of Learning – Humanities Faculty

Line Manager: Designated Member of Staff from the Senior Leadership Team

Responsible to: Executive Headteacher/Head of School

Salary Grade: Leadership Spine 7-11

JOB PURPOSE:

- To lead the strategic direction and development of the faculty in support of the school's core aims of all lessons being good to outstanding and all students achieving their potential.
- To improve outcomes for all students & drive the faculty forwards.
- To manage staff, resources and monitor progress whilst being adaptable to a changing landscape.
- To undertake professional duties as delegated by the Executive Headteacher/Head of School.
- To implement the aims and objectives of the school/trust and to understand and work within school/ trust policies to achieve these aims and objectives.
- To publicly support all decisions of the school/trust and local governance committee.

KEY RESPONSIBILITIES:

- To represent the faculty on the Curriculum & Assessment team and contribute to whole school decision making in relation to curriculum and assessment planning.
- To take an active role in the Leadership & Management of the school as part of the extended leadership team (ELT) attending SLT/ELT meetings on a regular basis.
- To support and secure the commitment of others to the vision, ethos, direction and policies of the school/trust and promote high levels of achievement in the faculty.
- To support the creation and implementation of the school development plan, especially in relation to the faculty and to take responsibility for any delegated functions.
- To line manage and support staff in achieving the priorities and targets of the faculty as required by the school development plan and the faculty development plan.
- To oversee and monitor appropriate delegated responsibilities undertaken by colleagues within the faculty.
- To understand, analyse and compile data to maximise student attainment and measure the success of the faculty.
- To take a high profile role around the school.
- To support colleagues across all faculty areas, with additional duties such as walkabout rota, gate duties, lunchtime supervision and behaviour management.
- To lead faculty meetings and represent colleagues views, ideas and opinions to senior leaders.

TEACHING AND LEARNING

- To provide an example of 'excellence' as a leading classroom practitioner and inspiring and motivating other staff.
- To plan and teach lessons to assigned classes within the context of the school's plans, curriculum and schemes of work.
- To assess, monitor, record and report on the learning needs, progress and achievements of students.
- To assess and monitor the quality of the teaching and learning provided by colleagues through line management and lesson observations.
- To work with others on curriculum and/or student development to secure co-ordinated outcomes.
- To work with colleagues in determining, organising and implementing the curriculum and its assessment; monitor and evaluate them in order to identify and act on areas for improvement.
- To take responsibility for the development and monitoring of the curriculum provision throughout the faculty.
- To contribute to the monitoring of the quality of teaching and students' achievements within the faculty, including the analysis of performance data and establishing appropriate student intervention programmes.

LEADING AND MANAGING STAFF

- To support the performance management process and use the process to develop the personal and professional effectiveness of faculty staff.
- To ensure that the Executive Headteacher, Head of School, local governance committee are well informed about faculty plans and priorities, outcomes and targets, and any future faculty development needs.
- To play a key role in strategic planning for the faculty, to ensure the best use of all resources available.
- To collaborate with other colleagues within the school/trust to ensure parity and best overall outcomes for students.

OUTCOMES

- To contribute to ensuring that the faculty curriculum meets the needs of all students across all key stages.
- To work with the appropriate members of the senior leadership to ensure that the faculty provides a curriculum accessible to all and which meets the specific needs of identified individual students.
- To undertake the monitoring of key areas of the school as delegated by the executive headteacher/head of school.
- To have a current knowledge and understanding of the requirements of the latest Ofsted framework and any proposed changes.
- To ensure that the school's policies and procedures are complied with and contribute to raising standards and meet any statutory regulations.
- To work with other colleagues to support the implementation of any required intervention strategies.
- To work with the senior leadership team to encourage and promote the development of staff through the delivery and/or support of Twilight sessions and provide mentoring where appropriate.

GENERAL
<ul style="list-style-type: none"> • To contribute to the efficient and effective use of teaching and learning resources. • To trial new teaching resources and methods, reporting to the faculty and the Teaching & Learning team on the success and monitor the effectiveness. • To be responsible for promoting and safeguarding the welfare of children and young people in the school. • To be responsible for the health and safety of the areas in which you work, as per the Health and Safety Policy.
SAFEGUARDING
<ul style="list-style-type: none"> • Demonstrate a commitment to keeping children and young people safe • Report any disclosure made to you to the appropriate person • Report any safeguarding concerns in the workplace to the appropriate person • Maintain an awareness of the Trust policies in relation to safeguarding <p>The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.</p>

The Local Governance Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's Code of Conduct and Leave of Absence policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust or the Local Governance Committee to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher/Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Post holder _____ Date: _____

Signed: _____ Line Manager _____ Date _____

Signed: _____ Executive Headteacher/Head Of school _____ Date: _____

PERSON SPECIFICATION			
	Essential	Desirable	Evidenced in
Education and Qualifications			
Qualified Teacher Status	✓		Application Interview Certificates
Evidence of continuous professional development		✓	Application Interview Certificates
Previous experience in a role of responsibility in school.	✓		Application Interview References
Experience			
Proven ability as an excellent Classroom Teacher	✓		Application Interview References
Experience in implementing appropriate teaching and learning strategies for students across KS3 to KS5.		✓	Application Interview References
Knowledge and Skills			
Professional knowledge of what constitutes high quality and standards in teaching and learning	✓		Application Interview References
Demonstrates strategic thinking and planning skills.	✓		Application Interview References
Demonstrates the ability to work conscientiously and have high expectations of own and others work within the department.	✓		Application Interview References
Professional understanding of inclusion and strategies for engaging all learners	✓		Application Interview References
Ability to teach at least one specialism at A-level.		✓	Application Interview References
Understanding of curriculum and assessment of student progress across the faculty.	✓		Application Interview References
Skills and aptitude to lead and manage a team and to be accountable for its outcomes.	✓		Application Interview References
Professional understanding of safeguarding within a school setting	✓		Application Interview
Ability to write reports, keep accurate records and communicate effectively.	✓		Application Interview References

Excellent organisational skills	✓		Application Interview References
Ability to work well with a range of audiences, including parents/carers and other professionals	✓		Application Interview References
Ability to use a positive approach to promote learning and excellent behaviour	✓		Application Interview
Confident and competent in the use of ICT	✓		Application Interview References
Understanding of cross-curricular teaching	✓		Application Interview References
Understand procedures and legislation relating to confidentiality	✓		Application Interview
Personal Attributes			
Resilience, the ability to work under pressure and be able to meet deadlines	✓		Application Interview References
Enjoys leading, and being part of, a team, with strong interpersonal skills	✓		Application Interview References
Proven ability to prioritise workloads	✓		Application Interview References
The ability to work autonomously and as part of a team.	✓		Application Interview References
Excellent communication and organisational skills (including written and oral skills)	✓		Application Interview References
A commitment to safeguarding and promoting the welfare of children and young people	✓		Application Interview References
Ability to work creatively and collaboratively	✓		Application Interview References
Demonstrably professional, honest and loyal	✓		Application Interview References
Ability to make and justify difficult decisions	✓		Application Interview
A commitment to undertake further professional development.	✓		Application Interview
Commitment to students and their learning, wellbeing and safety	✓		Application Interview

Committed to equality	✓		Application Interview
Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults	✓		Application Interview References
Able to build and maintain successful and purposeful relationships	✓		Application Interview References
Passionate about teaching and learning	✓		Application Interview
Open-minded, self-evaluative and adaptable to changing circumstances and new ideas	✓		Application Interview
Willingness to be involved in the wider life of the school		✓	Application Interview References
Bring personal interests and enthusiasms to the school community		✓	Application Interview
Commitment to the school values	✓		Application Interview