Job Description – Director of Learning for Business and Computing
September 2020

Purpose of role
To lead the positive promotion of the Catholic ethos of Saint Benedict Catholic Voluntary Academy.
To develop, implement and deliver a knowledge rich curriculum to all students in Business and Computing.
To lead the raising of standards and providing opportunities for all students.
To provide a safe working environment for students that promotes learning.
To monitor, assess and plan for the progress of all students.

Reporting to
Leadership link for Business and Computing
Leadership link for Curriculum

Responsible for
Student progress in Business and Computing

Liaising with
Directors of Learning, Teaching and Support Staff, Parents, Carers, Headteacher, Senior Leadership Team, Head of Year

Working time
Full time, permanent

Salary
TLR 2c

Disclosure Level
Enhanced

Main Duties
Pastoral
To provide a safe and welcoming environment for all pupils, discharging safeguarding duties effectively and efficiently
Use effective behaviour management strategies to enable all pupils to learn and progress and to build positive relationships.
To act as a good role model for pupils through personal and professional presentation and conduct.
Be responsible for a tutor group
To implement the academy's behaviour systems and offer guidance of the system where needed

Teaching
To ensure high standards of teaching and learning.
Plan work in accordance with departmental schemes of learning and programmes of study.
Take account of pupils' prior levels of attainment and use them to set future targets and assessment.
To complete assessment and feedback in line with the school policy.
Set work when required for absent pupils.

Set appropriate and challenging work for all pupils.
Scaffold work as appropriate to meet individual needs.
Set homework in line with the school policy.

Strategic

To lead colleagues with the development of thorough schemes of learning which provide learning opportunities for all student groups and key stages.
To remain informed of exam course changes and developments and implement into planning.
To explore, develop and share good practice/ innovative teaching strategies with colleagues.
To use tracking and monitoring data to assess progress and plan intervention strategies.
To ensure that colleagues within the department strive towards teaching great lessons.

Curriculum

To develop a broad Business and Computing curriculum in line with the curriculum policy of the Academy.
To ensure that the department keeps abreast of the national developments in course structures and examinations.
To make exam entries and coordinate the moderation of non-exam assessment within the curriculum area
To assist with the analysis of exam data as required by the Head Teacher and leadership link for Business and Computing

Staff

To work with the Senior Leadership to identify and continue to develop professional needs of the Business and Computing team.
To engage with school inset training to develop teaching techniques.
To fully participate in the school appraisal system.
To ensure effective deployment of support staff to assist pupil progress.
To support with teacher training and NQT programmes when appropriate
To promote teamwork and ensure positive professional relationships are established.

Evaluation and Development

To lead the evaluation and development of the quality of Business and Computing curriculum

Communication

To attend and contribute to Director of Learning
To ensure that all members of the department are familiar with the focus areas for Business and Computing and strategically plan to meet these aims.
To communicate effectively with parents and students.
To attend parent evenings.
To produce pupil reports in line with the school assessment calendar.
To log all communications on information management system.
To help with liaison with partner schools, industry, examination boards and other relevant bodies.

Resources

To identify and obtain physical resource needs in the department.

Additional activities

To participate in activities both within the department, across the whole academy and within the wider community which promote the ethos of the academy.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues, students and their parents/carers.

The academy will endeavour to make any necessary, reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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