



## Job Description & Person Specification

Director of Learning (Non-Teaching)

Grade 6

Full time (36 hours 40 minutes per week)

Term Time plus 2 weeks

Reporting to:

Assistant Headteacher

### Core purpose

1. To contribute actively to building, communicating and implementing the school's vision of ensuring our young people become everything they can be and everything they are meant to be.
2. To actively model and promote the values, vision and ethos of this Christian school which serves a multi-faith, multi-ethnic community.
3. To have a clear understanding of what makes outstanding pastoral provision and have the drive and ability to work with a team of people to realise this for our young people and their families.

### Specific responsibilities

1. Develop a positive culture within the year group consistent with the school vision through strong pastoral care and education.
2. Monitor, track and act on information as appropriate for individual students in the following areas: progress, uniform, equipment, behaviour, attendance, punctuality, safeguarding and welfare.
3. Use data and the school MIS (SIMS) to support monitoring and tracking of progress, welfare information and attendance.
4. Identify students who may need extra support, intervention or alternative programmes and liaising with relevant staff to facilitate this provision.
5. To establish effective and meaningful mechanisms of communication with parents maintaining regular contact where appropriate and keeping them updated about the learning experience of their son/daughter.
6. To establish effective and meaningful mechanisms of communication with staff informing them of issues affecting student welfare and progress.
7. Support Form Tutors with the mentoring and monitoring of students in their Form Groups.
8. To be evidence informed keeping abreast of best practice in relation to developing the role of pastoral provision in the school.
9. Liaise with external agencies and stakeholders as required to ensure students are well supported.



## Job Description & Person Specification

10. Arrange and attend parent meetings where appropriate.
11. Undertake training and staff development sessions to establish common working practices, supporting school leaders in maintaining the school's ethos.
12. Ensure that the appropriate ethos, checks and activities are in place during form periods /assemblies.
13. Support teaching staff who experience problems with particular students in the Year Group.
14. Ensure that Whole School issues and Year Group specific issues are addressed successfully.
15. Support with transition arrangements for new students into the school.
16. Provide an initial response to child protection and safeguarding issues.
17. To investigate allegations of bullying and other poor behaviour, take statements and work with senior members of staff to provide effective resolutions including Restorative Practice.
18. To contribute to the school response if a student is identified as absent and/or missing.
19. Carry out duties as part of a rota including detentions, lunch duty, homework clubs.
20. Actively promote and support the distinctive Christian ethos and values of the School.
21. Lead and support Year Group and whole school assemblies for students.
22. Contribute to the development of and monitor engagement in co-curricular activities for a Year Group.
23. Support and comply with school policies and risk management procedures, e.g. Child Protection, e-Safety, Health & Safety, Data Protection, Performance Management, etc.
24. To contribute as appropriate to pastoral improvement planning and priorities.
25. To undertake suitable first aid training including mental health first aid, to support the needs of students and administer first aid as appropriate.
26. Carry out other duties from time to time as directed by the Headteacher.

### Other responsibilities

1. To model, implement and champion consistently the 'Blue Coat Way' across the school so that effective learning can take place.
2. To contribute to the school liaison and marketing activities - e.g. providing news for social media, the website, contributing to newsletters to parents.
3. To contribute to the effective promotion of pastoral provision at Open Days / Evenings/ Information Evenings and other events.
4. To actively promote the development of effective links with external agencies and organisations.
5. To understand the importance of inclusion, equality and diversity, when working with students and with colleagues, and to promote equal opportunities for all.



## Job Description & Person Specification

6. Implement and uphold the policies, procedures and codes of practice of the school, including customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
7. Take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g., challenging a stranger on the premises.

### Standard Duties

1. To uphold and promote the values and the ethos of the Cranmer Education Trust and the school.
2. To implement and uphold the policies, procedures and codes of practice of the trust and school, including relating to customer care, finance, data protection, ICT, health and safety, anti-bullying and safeguarding/child protection and to maintain high standards in your own attendance and punctuality.
3. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
4. Proactively manage workload to ensure service standards are met, checking personal accuracy and seeking guidance where necessary from senior colleagues.
5. Participate and engage with training and development opportunities, working to continually improve own performance and that of the team / school / Trust.
6. Attend and participate in relevant meetings as appropriate.
7. Undertake any other additional duties commensurate with the grade of the post.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**



## Job Description & Person Specification

Director of Learning (Non-Teaching)	Essential / Desirable	How identified Application (A) Interview (I)
<b>Qualifications</b>		
Willingness to obtain First Aid certificate and undertake mental health first aid training	E	A/I
Hold current valid Emergency First Aid at Work/First Aid at Work certificate	D	A
Degree	D	A
Qualification in education, youth work or counselling	D	A
<b>Professional Experience and Knowledge</b>		
Experience of working with children/young people to improve outcomes	E	A/I
Work experience in school/education settings	E	A/I
Knowledge, understanding and experience of child protection and wider safeguarding remit	E	A/I
Experience and success in working with external agencies	E	A/I
High expectations	E	A/I
Partnership working and collaboration	E	A/I
Evidence of impact upon outcomes in working with children /young people in pastoral settings	D	A/I
Experience of strategies to improve attendance/punctuality to school	D	A/I
Evidence of safeguarding experience in the widest of settings	D	A/I
<b>Professional Skills</b>		
The ability to learn quickly, assimilate ideas, generate understanding, be challenged, and be flexible	E	A/I
The ability to support coherent, manageable, systems and policy	E	I
High-level communication skills, including an understanding of the need, and the skills to build relationships and to keep people informed	E	I
An understanding of school and academy policy, systems and procedure	D	A/I
The ability to create coherent, manageable, sustainable systems and ensure all stakeholders are involved	D	A/I
The ability to lead, manage, influence, and challenge others	D	A/I



## Job Description & Person Specification

Evidence of having used data to bring about real, impactful improvement	D	A/I
Counselling skills/abilities	D	A/I
<b>Professional Qualities</b>		
Passion for the best possible provision and continuous improvement of attendance, behaviour and learning	E	A/I
Emotional intelligence and self-awareness	E	I
Excellent time management and prioritisation skills and flexibility	E	A/I
The ability to be positive in the face of challenges and adversity	E	I
Presence and credibility	E	I
Management ability and experience	D	A/I
A team player and networker who collaborates with, involves and informs others and who can shape discussion	D	A/I
Ability to communicate verbally with and write coherent and literate reports for a range of stakeholders, including external agencies	D	A/I
Personal resilience, persistence and perseverance with students, staff, parents, governors	E	I
Flexibility with working hours and ability to cope with a wide range of tasks in a busy and changing environment	E	I
Creativity - curiosity, imagination, the ability to question, think, research and develop solutions	D	I
Excellent timekeeping and attendance record with an enthusiastic and positive attitude	E	A/I
<b>Ethos</b>		
Support and model the school's Christian ethos with integrity	E	A/I
<b>Safeguarding</b>		
Displays commitment to the protection and safeguarding of children and young people	E	A/I
A commitment to equal opportunities	E	A/I

A: Application

I: Interview

T: Test

**N.B. Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**