



JOB DESCRIPTION

TLR Post Title:	Director of Learning
TLR Level:	2b
TLR Value:	£4,975

All teachers at St Saviour's & St Olave's work together in the interest of all of our students. They relish the challenge and appreciate the opportunities of working in an inner city, comprehensive, Anglican school. They share the vision for delivering a broad and balanced curriculum which allows all students to flourish. They demonstrate commitment to the highest levels of achievement for students of all abilities and from all backgrounds.

In addition to those professional responsibilities which are common to all teachers, the Director of Learning is responsible for the learning and achievement of all students (approximately 125) in the year group.

The Director of Learning will work closely with the Senior Leadership Team, Heads of Department and others with responsibility for the year group in every subject area to ensure that the programme of study for each student is appropriate to their ability and to encourage them to achieve at the highest level possible.

The Director of Learning will lead their form tutors in the provision of pastoral support for students, including a high quality PSHCE programme. They will be part of the safeguarding team and will work closely with the inclusion team. They will also be expected to work closely with other teaching and non-teaching staff regarding student well-being and achievement.

The post will include responsibility for the day to day running of the year group as well as contributing to the overall leadership of the school, ensuring positive behaviour for learning and maintaining our ethos around the school. The Director of Learning will be supported by an Inclusion Officer (Pastoral Support) who is linked to the year group and who does not have any teaching responsibilities.

An important aspect of this role is communication with parents and outside agencies. The Director of Learning will have the skills to manage these professionally and positively at all times and in all circumstances.

A central aspect of the Director of Learning role is to work with other school leaders to monitor routinely and rigorously the quality of education, to ensure that **all** students are making sustained progress.

More specifically, duties and responsibilities of the Director of Learning are to:

- Ensure equality of opportunity for all students by monitoring breadth and balance in their curriculum;
- Build highly effective relationships with parents and ensuring communication with them is of the highest quality;
- Manage parents' evenings and other key events;
- Liaise with the SENDCO and other relevant staff at key points to understand the nature of the year group;
- Liaise with the Admissions Officer to maintain the PAN in the year group;
- Lead assemblies for the year group, and assist with the maintenance of an appropriate atmosphere in whole school assemblies;
- Provide reports on the quality of teaching, learning and achievement of students in the year group;
- Monitor the performance of all students and groups of students in the year, arranging and evaluating appropriate interventions where necessary;
- Chair tutor group meetings, monitoring, mentoring and developing the Form Tutors in the year team;
- Ensure provision of and equality of access to enrichment activities and monitor which students take advantage of these opportunities;
- Monitor and challenge the setting and completion of homework for the year group, through tutors and in liaison with Heads of Departments;
- Take responsibility for the welfare and positive behaviour for learning of Year 9 students;
- Monitor to ensure the highest levels of punctuality and attendance for all students in Year 9;
- Organise and lead key events within curriculum time that support the personal and academic development of students in their year group (such as Activities Week)
- Ensure the PSHCE programme meets our aim of developing the whole child;
- Evaluate and report annually on the activities and progress of students in the year group to a range of stakeholders including the Governors;
- Coordinate the work of form tutors on Records of Progress (RoPs) and be involved in the checking process

Anything else commensurate with the post of Director of Learning and which is deemed necessary by the Headteacher.

Line managed by: SLT