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**TIBSHELF COMMUNITY SCHOOL**

**‘Working together to make our school even better’**

**Post Title:** Director of Progress; Maths

**Reporting to:** Headteacher / SLT

**Responsible for:** Teachers and Support Staff within the Faculty or Area of responsibility

**Leadership Scale:** MPR/UPR + TLR1.1-1.2

**Core Expectations of a Member of the Extended Leadership Team**

1. **Strategic Leadership**
* To work as part of the Extended Leadership Team in advising and supporting the strategic leadership of the School.
* To maintain the underlying key principles and qualities of the Leadership Team i.e.
	+ To question and challenge within the team and to actively support decisions made by the Extended Leadership Team.
	+ To maintain loyalty to colleagues both in and outside the team.
	+ To respect and maintain confidentiality.
	+ To maintain communication with all members of the team.
	+ To filter concerns and issues through to the Leadership Team from all partners e.g. the staff, parents, pupils etc.
* Within a Faculty / Area of the school help to create and maintain a positive ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental and physical development, and prepare them for the opportunities, responsibilities and experiences of adult life; and secure the commitment to the vision and direction of the school.
* Lead by example, provide inspiration and motivation, and embody for the pupils, staff, governors and parents vision, purpose and the leadership of the school.
* To maintain a positive and visible presence in key areas of the school.
* To help promote equality and diversity within the school.
* Help to ensure that all those involved in the Faculty/Area are committed to the school’s aims and are accountable in meeting long, medium and short- term objectives to secure the educational success of the school.
* To be proactive in the promotion of the school and the management of its internal ethos.
* To be responsible for aspects of the day to day leadership and management of a Faculty or Area of school.
* To line manage a team in order to raise attainment and secure school improvement.
* To be responsible for the Faculty or Area Improvement Plan.
* To be proactive in the development of the school in all its aspects.
1. **Knowledge and Understanding within the Faculty / Area of School**
* What constitutes quality in educational provision, the characteristics of effective strategies for raising pupils’ achievement;
* How to promote pupils’ spiritual, moral, social and cultural development and good behaviour through effective management and leadership;
* How to seek and use national, local and school data, OfSTED evidence and research findings in professional and school development.
1. **Planning and setting expectations within the Faculty / Area of School**
* Assist in the creation and implementation of a strategic plan, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers’ effectiveness and securing school improvement;
* Assist in the effective monitoring evaluation and review of the plan to secure progress and school improvement;
* Think creatively and imaginatively to anticipate and solve problems and identify opportunities.
1. **Teaching and managing pupils’ learning**
* Assist in the maintenance of a climate and code of conduct which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline throughout the school and which enables teachers to meet the national standards set out in the framework.
* Monitor and evaluate a curriculum or other area in order to identify and act on areas for improvement.
* Monitor and evaluate the quality of teaching and standards of learning and achievement of pupils within the Faculty / Area including those with special educational or linguistic needs, in order to set and meet challenging, realistic targets for improvement.
1. **Assessment and evaluation**
* To support and contribute towards the school’s system for the review and evaluation of teaching and learning.
* Monitor, evaluate and review the effects of policies, priorities and targets of the school (for which you have direct responsibility) and take action as necessary;
* Make effective use of information technology to ensure the use of comparative data, together with information technology about pupils’ prior attainment, to establish benchmarks and set targets for improvement within the Faculty / Area.
1. **Pupils’ achievement**
* Make explicit to pupils, parents, teachers and the wider community the Faculty’s/Area’s high expectations that all pupils can succeed.
1. **Relations with parents and the wider community**
* Take opportunities to create and maintain an effective partnership with parents and the wider community, including business & industry, to support and improve pupils’ achievement and personal development.
1. **Managing own performance and development**
* Participate in arrangements for Performance Management and take responsibility for their own professional development.
* Prioritise and manage their own time effectively.
* Work effectively under pressure and to deadlines.
* Sustain their own motivation and that of other staff.
1. **Managing and developing staff and other adults**
* Plan, allocate, support and evaluate work undertaken by groups, teams and individuals ensuring clear delegation of tasks and devolution of responsibilities, within their areas of responsibility and maintain an overview of teaching and learning.
* Sustain effective systems for the management of staff performance and targets for teachers, including targets relating to pupils’ achievement.
* Support the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise where appropriate, for example, higher education, LA's and subject associations.
* To take a leading role in developing leadership skills and qualities in others.
1. **Managing resources**
* Work with senior colleagues to manage, monitor and review the range, quality, quantity and efficient use of all available resources in order to improve the quality of education, and improve pupils’ achievements, ensure efficiency and so securing best value for money.

**General**

* To be familiar and comply with all relevant policies and procedures e.g. those related to Health and Safety, Safe Guarding, Management of Risk, Operational matters, Personnel, Data Protection and Financial Regulations.
* To ensure equality of opportunity is afforded to all persons both internal and external to the Authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour related to race, gender, sexuality, ethnicity, culture, religion, beliefs, socio-economic background, physical or emotional or psychological state or disability.
* To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.