

Job Description Director of Learning

Main Purpose:

Support the Senior Leadership Team (SLT) in providing professional leadership for UTC Heathrow, which strives for success and continuous improvement, ensuring high quality education for every pupil.

- Have a substantial teaching role
- Lead at Teaching and Learning across a range of subjects
- To proactively engage and work with Industry
- To line manage designated staff
- Support the Pastoral Team in delivering the ethos of the UTC

Responsible to:

UTC Heathrow SLT

To play a key role under the overall direction of the SLT in:

- Positively supporting the aims and objectives of the UTC
- Monitoring progress towards pupils' achievement.
- Support the development of students through the Pastoral System

Strategic Direction and Development of the UTC

- Support the SLT in providing vision, purpose and leadership.
- Ensure the commitment of all who are involved in UTC Heathrow and ALET to its aims and vision.
- Contribute to areas of the Development Plan and Self-evaluation.
- Monitor and take actions under guidance from the SLT.
- Take a positive and active part in the UTC's Leadership Team.

Teaching and Learning

- Positively contribute to the teaching and learning objectives of the UTC.
- Positively promote differentiation with the aim to ensure the curriculum meets the needs of every pupil who attends the UTC.
- Positively promote communication with the aim that all staff expect and enable every pupil to communicate.
- Exemplify a good standard of classroom practice which meets the aims and objectives of the UTC
- Assist the leadership Team in supporting and monitoring teachers to meet standards set out on the professional development framework.
- Establish, manage and expect high standards of pupil behaviour.
- Undertake a significant teaching timetable and, by example, to provide a good professional model as classroom practitioner.
- Ensure that a high standard of education is maintained at all times for all pupils and that all suitable programmes are developed and kept under review.
- Be the overall Curriculum/Faculty/Pastoral Leader
- Be familiar with current theory and practice relating to pupils with special needs and inform staff of these developments.

- Work in conjunction with the Leadership Team and ensure that the learning needs of all pupils are met.

Pastoral Care and Student Wellbeing

- Lead the strategic development of pastoral, mental health, physical health and wellbeing provision for UTC pupils.
- Promote positive behaviour at the school through oversight of the Behaviour Management strategy, including the consistent and effective use of rewards and sanctions across the School.
- Working with and involving all relevant stakeholders both internally and externally
- Promote pupil leadership and personal development by ensuring that the Student Council, School programme all run effectively.
- Effectively supporting and directing the Pastoral Support Manager/s and behaviour Mentor/s
- Pupil Mental Health and Wellbeing monitored through the use of surveys and stakeholder discussions.
- Holding regular meetings and working closely with form tutors to discuss progress and behaviour
- Oversee events and activities, ensuring their ongoing student development
- Manage pupil transition to UTC from other schools, including liaising with their previous schools on safeguarding and pastoral matters.

Leading and Managing Staff

- Assist in the UTC's Performance Management of teachers
- Manage CPD throughout the curriculum areas so that all staff receive training that is appropriate to the current UTC Development Plan.
- Support the SLT in ensuring that all documentation is completed and handed in by the agreed date.
- Support teachers to write appropriate behaviour plans. Expect and ensure they are consistently implemented, monitored and evaluated in the agreed format.
- When appropriate lead staff INSET.
- Manage data throughout the UTC, with the aim that there is clarity of pupil achievement. If pupils are not reaching at least the expected level of learning in the curriculum, create and implement a plan to rectify this.

Effective Deployment of Staff and Resources

- Manage the budget and resources for your class and your curriculum area(s).

Accountability

- Maintain a record of how you have moved your agreed areas forward.
- If appropriate write and deliver a report to the Governing Body that evaluates the progress that your work has had on supporting the pupils' learning.
- Assist the Principal in ensure that staff understand and support the UTC's aims and objectives

- To hold full accountability for the areas you manage

Safeguarding Children

- The UTC is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification
- All posts in a UTC are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checking process.

Additional Information

- UTC Heathrow and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation
- This is a job description only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment, after consultation with the post holder.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- 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.
- It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the UTC and the professional development of the staff.
- This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.