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| **Director of Teaching & Learning**  **Lake Farm Park Academy** | |
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| **Job Description** | |
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| **Reporting to** | Principal |
| **Grade** | L1 – L5 |
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| **Job Purpose** | |
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| **Key Accountabilities** | |
| The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.  **Main Duties and Responsibilities**   * To be responsible for and accountable for, in conjunction with the Vice Principals, the quality of teaching across the whole school; * To provide personalised one-to-one support to teachers to improve the quality of teaching and, subsequently, the quality of learning in their classes; * To provide immediate and comprehensive support to any teacher whose lesson is graded below “good”. The support will include, amongst other things, detailed advice on planning, classroom questioning, presentational skills, use of technology, behaviour management, use of support staff, assessment for learning, and marking; * To spend the allocated extra non-contact time physically in classrooms working alongside colleagues, and at other times working on a one-to-one basis with 2focuscolleagues” on planning, assessment, marking etc; * To play a significant role in supporting newly qualified teachers (NQTs) * To be responsible for writing, monitoring and reviewing the academy’s vision and policies on teaching; * To work with the Director of Curriculum on the classroom implementation of any changes to classroom practice; * To ensure staff are aware of the training and development opportunities * To advise, guide and train colleagues and student teachers on all matters associated with the quality of teaching; * To provide information to performance managers about the teaching quality of individual colleagues; * To attend training about how lessons are judged against the Ofsted framework, and to share this understanding with colleagues; * To provide an annual written report to the senior team on the quality of teaching across the school, identifying strengths and areas for development; * To conduct joint observations with Wood End Park colleagues so as to ensure consistency in their classroom judgements; * To conduct joint observations with other Park colleagues so as to ensure consistency in classroom judgements across the federation; * To understand emerging ideas about teaching quality emanating from local and national organisations; * To account to the senior team, governing body, Local Authority, and external agencies (including Ofsted) for the quality of teaching at the school; * To liaise with colleagues at our partner academies, on matters pertaining to teaching quality so as to benefit the children and adults at both schools; * To manage and to account for any budges linked directly to the quality of teaching; * To be responsible for his or her own professional development; * To carry out any other reasonable duties identified by the Principal and/or Chief Executive that are commensurate with the seniority of this post.   **General**   * Maintain confidentiality in and outside the workplace; * Support the implementation of academy policies; * Promote the inclusion and acceptance of all pupils; * Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action; * Attend and participate in meetings and training opportunities; * Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.   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. | |
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| Confidentiality | | | |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation. | | | |
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| **Data Protection** | | | |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018. | | | |
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| **Safeguarding** | | | |
| In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post. | | | |

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| **Person Specification** | | |
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| **Criteria** | **Essential** | **Desirable** |
| **Experience & Qualifications** | 1. Applicant must have been a Subject Manager and/or a Year Team Co-ordinator. 2. Graded “outstanding” during classroom observations by senior team members. 3. Successfully supported a team colleague or student teacher and, in doing so, 4. At least five years’ teaching experience. |  |
| **Skills & Knowledge** | * brought about a significant improvement in the colleague’s teaching performance. |  |
| **Personal Qualities** |  |  |