



JOB DESCRIPTION : Head of Learning (Maternity Leave)

The School Mission Statement

***I can do all things with the help of God who strengthens me.
Philippians (4:13)***

In a Catholic School the Head of Learning plays an important role in realising the School's Mission Statement and supporting the learning of all pupils within the year group.

She/he must strive to maintain and develop the Catholic character of the school in dealings with pupils, parents, colleagues and outside agencies.

1. CONTEXT

The local Catholic feeder schools attain the best results in the LEA and the catchment stretches well beyond Portsmouth. This job description recognises the requirements of the current Pay and Conditions Regulations and reflects the aims and policies of the Governors of St Edmund's. This role will be specific in its support for other Pastoral colleagues, careers and transition.

2. GENERAL RESPONSIBILITIES

The post holder will be expected to

- 2.1** raise attainment across the year group.
- 2.2** work closely with the Form Tutors in knowing, understanding and supporting pupils and so develop the sense of community within the Year Group.
- 2.3** support all staff in the pursuit of the highest possible all-round standards of discipline and good order within the Year Group, in order to enable pupils to achieve their maximum potential.
- 2.4** oversee supervisory duties in accordance with the published schedules and carry out lunch duty.
- 2.5** ensure the effective use of registration time including the observance of the daily Act of Collective Worship.
- 2.6** participate in appropriate meetings with colleagues, parents and outside agencies.
- 2.7** undertake a teaching role as required/appropriate and provide cover for lessons.

- 2.8 contribute to the school performance management scheme.
- 2.9 apply the School Behaviour Management Policy and contribute to its Development.
- 2.10 Monitor attendance, uniform and equipment.

3. **SPECIFIC RESPONSIBILITIES**

- 3.1 To have a general oversight of the pastoral and academic welfare of pupils either within a year group or in support of other Pastoral colleagues. To contribute to their spiritual and moral development in accordance with the aims of the school. These will vary and change as the Head of Learning moves through each year with their year group.

4. **KEY TASKS**

4.1 **Maintaining the Catholic Ethos of the School**

- (a) work with and by supported by the School Chaplaincy team.
- (b) providing resources to ensure that the daily Act of Worship is Observed.
- (c) supporting tutors, pupils and visiting speakers delivering the year group assembly.
- (d) to oversee the annual Carol Service and other events in liaison with School Chaplain and other staff.

4.2 **Care of individual pupils**

- (a) to get to know pupils to ensure their academic, spiritual, social and moral potential is developed as fully as possible.
- (b) to act as a source of guidance and advice for all pupils within the Year.
- (c) to refer pupils to external agencies where appropriate.
- (d) to ensure the smooth induction of new pupils and be responsible for this process.

4.3 **Learning.** To work with the Assistant Head and other Pastoral staff:

- (a) ensure full and effective use of all data in order to assist Directors in enabling pupils to be correctly placed academically and also ensure their placement in appropriate tutor groups.
- (b) track pupil progress and identify individuals or groups of pupils who are achieving above or below expectations.

- (c) take supportive actions such as organised with departments; Intervention, booster or revision programmes.
- (d) assist the SENCO in the deployment of teaching assistants to support pupils.
- (e) meet regularly with other Directors of Learning and other colleagues in the Pastoral team.

4.4 Organisation

- (a) to ensure that pupils are informed of all matters that pertain to them.
- (b) to ensure the maintenance of up-to-date pupil records.
- (c) to co-ordinate the compilation of Records of Achievement and reports.
- (d) to issue and oversee the use of Homework Diaries.
- (e) to authorise the issue of exit chits.
- (f) to oversee all aspects of the school reward system, including assemblies and systems.

4.5 Links with Form Tutors. To work with the Assistant Head to and/or Pastoral colleagues to:

- (a) provide leadership, support and encouragement to a team of Tutors.
- (b) organise regular meetings of the Year Tutors. Inform tutors of such meetings, writing relevant agendas and minutes and disseminating same to appropriate colleagues.
- (c) ensure the effective induction of new Tutors and help to identify their training needs.
- (d) ensure that Tutors are informed of significant matters pertaining to any pupils in their group.

4.6 Links with Senior Management

- (a) to inform the Assistant Head and Pastoral colleagues of any significant developments arising from individual pupil's behaviour.
- (b) to inform the Assistant Head and Pastoral colleagues of pupils requiring special courses of action.
- (c) to inform the Assistant Head and Pastoral colleagues of the work of the Year Team.

- (d) to liaise with Assistant Head and Pastoral colleagues on matters relating to assessment in the Year group.
- (e) to liaise with Directors of Learning and Pastoral colleagues in deciding a particular course of action for any pupils in the Year, with regard to progress reviews, behaviour etc.
- (f) to support the Senior Management in ensuring that the homework policy is adhered to.
- (g) to liaise with Deputy Head in relation to careers support.

4.7 Links with Staff. To work with and be supported by the Assistant Head to :

- (a) liaise with the Chaplain.
- (b) liaise with the Special Needs Co-ordinator to ensure that relevant pupils with learning/behavioural difficulties are appropriately provided for.
- (c) liaise with the Assistant Headteacher, the CPSHE co-ordinator and Careers Guidance in planning, organising and delivering the CPSHE programme.
- (d) to maintain contact, as appropriate, with external support agencies.
- (e) liaise with the Inclusion Officer.

4.6 Links with External Agencies

- (a) to prepare the necessary documentation and to refer designated pupils to the appropriate external agency.
- (b) to liaise with such agencies and follow-up appropriate action.
- (c) to liaise with external agencies, specifically:-
 - (i) links with Parishes and Parish Priests
 - (ii) the Educational Welfare Officer
 - (iii) the Educational Psychologist
 - (iv) Connexions
 - (v) Social Services
 - (vi) relevant medical services
 - (vii) Juvenile Courts
 - (viii) Community Police Officer
- (d) to attend case conferences, Juvenile Courts and other events, where requested (these may be after school or during holidays).
- (e) to organise careers events for students when appropriate.

4.7 Links with Parents

- (a) to be available to discuss with parents matters affecting their child's progress and development.
- (b) to organise Parents' Evenings and follow-up enquiries.
- (c) to issue or organise the issue of standard letters to parents following-up tutors' concerns over absence, uniform infringements and behavioural problems.
- (d) to oversee the collation and distribution of reports to parents (as appropriate).

5. RELATIONSHIPS

To whom responsible:-

- (a) immediate responsibility - Assistant Head.
- (b) ultimate responsibility – Headteacher.

6. STAFF FOR WHOM RESPONSIBLE

All staff serving as Year Group Tutors.

7. OTHER

To attend Open Mornings which are held on a Saturday in September/October as part of directed time.

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

- Addendum:**
- (i) *the above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.*
 - (ii) *this job description allocates duties and responsibilities but does not direct particular amount of time to be spent on carrying them out and no part of it may be so construed.*
 - (iii) *this job description is not necessarily a comprehensive definition of the post. It will be reviewed once every year and it may be subject to modification or amendment at any time after consultation with the postholder. This will be kept under review.*

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