



Leader of Learning

JOB DESCRIPTION

To work within the framework of the Teachers pay and conditions, current legislation and the policies of the Multi Academy Trust.

The key function of the role is to support the Subject Leader and provide professional leadership and management of their subject area in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement for all students

Main Areas of Responsibility and Accountability

- To support the Subject Leader in developing and enhancing the teaching practice of others;
- To support the development of appropriate pedagogy and methodology within the subject area;
- To support the Subject Leader in the formulation of aims, objectives and strategic plans for the subject area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school;
- To support the Subject Leader in managing the monitoring and evaluation of all aspects of work within the subject area and to contribute within the framework of the school's self-evaluation processes;
- To ensure, through support of the Subject Leader, that there is a positive climate for learning within the subject area;
- To support the development of high expectations of teaching and learning throughout the subject area;
- To lead the subject area in actively using data and all other relevant information to monitor and follow-up student progress within the relevant Key Stage;

Specific Management Responsibilities as Leader of Learning

- Under the direction of the Subject Leader to lead the development of schemes of work, marking policies, assessment and teaching and learning strategies within the subject area in the context of the subject area policies;
- To liaise with the Subject Leader to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which supports the main foci within the whole school development plan and the subject area development plan;
- Under the direction of the Subject Leader to lead aspects of curriculum development within the designated area of the subject area;
- To keep up to date with local and national developments in teaching practice and methodology;
- Working with the Subject Leader to actively monitor and respond to curriculum developments and initiatives;
- To help establish common standards of practice within the subject area and develop the effectiveness of teaching and learning styles;

- Working with the Subject Leader to ensure that all schemes of work and all teachers cater for the needs of all students, irrespective of ability, within the department;
- Within the subject area to ensure that all available data and information is used by staff to track student progress, set targets and monitor the achievement of those targets;
- Working with the Subject Leader to ensure the maintenance of accurate and up-to-date information concerning the subject area;
- To develop and promote the use of the school VLE for homework and resources;
- To support the Subject Leader in ensuring that all reports within the subject area are completed by the times stated and to a professional standard;
- To contribute to all school procedures in respect of lesson observation.

Communications

- To help ensure that all members of the subject area are familiar with its aims and objectives;
- To ensure effective communication/consultation as appropriate with parents of students;
- In the absence of the Subject Leader to represent subject area views in relevant forum;
- To liaise with relevant external bodies where necessary;
- To liaise effectively with all staff on issues relating to whole school literacy;
- To ensure that whole school policies on literacy are effectively communicated to all staff, and a wider audience where appropriate.

Knowledge of

- School improvement and effectiveness strategies including the processes and systems for quality assurance within subject area(s)
- Principles and practices in relation to managing learning and teaching, people, policy and planning, resources and finance
- Principles and practices of effective leadership and management of change
- The application of information and communications technology (ICT) to learning, teaching and management for the subject area(s)
- Principles of curriculum planning
- Financial planning, stock inventory and resource planning

Whole-school Organisation, Strategy and Development

- Make a positive contribution to the wider life and ethos of the school;
- Work with others on curriculum and pupil development to secure co-ordinated outcomes;
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

Health, Safety and Discipline

- Promote the safety and wellbeing of pupils;
- Maintain good order and discipline among pupils, managing behaviour effectively;

- To ensure a good and safe learning environment.

Professional Development

- Take part in the school's appraisal procedures;
- Take part in further training and development in order to improve own teaching and obtain a recognised teaching qualification;
- Prioritise and manage their own time effectively;
- Reflect on and evaluate their own effectiveness.

Communication

- Communicate effectively with pupils, parents and carers to build respectful relationships;
- Communicate well and effectively with all members of staff.

Working with Colleagues and other Relevant Professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school;
- Play a full part in the collaborative activity of the subject area you are attached to.
- Communicate clearly with professionals both in spoken and written form;
- Develop effective professional relationships with colleagues.

Personal and Professional Conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school;
- Have proper and professional regard for the ethos, policies and practices of the school and the MAT, and, maintain high standards of attendance and punctuality;
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities;
- Lead by example as a role model for other colleagues, professionals, pupils and parents.

Safeguarding

All staff are required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.