



Personalised Learning Director

Post	Personalised Learning Director (Head of Year)
Responsible to	Assistant Head Teacher/ Deputy Head Teacher
Contract and Salary	MPS/UPS, plus TLR1b (£12,039)
Job Purpose	<ul style="list-style-type: none">▪ To be responsible for the day-to-day management and leadership of student progress, behaviour and attendance in the designated year group.▪ To manage a team of tutors and associate staff within a designated year group.

Main Responsibilities

- To be responsible for the day-to-day management and leadership of student progress, behaviour and attendance in the designated year group.
- To manage a team of tutors and associate staff within a designated year group.
- To lead, evaluate and monitor the intervention programme across the year group by using data.
- To support the Leadership Team in the Pastoral and Academic oversight of students.
- To be accountable for the progress of all students in their designated year group.
- To embed high standards of Behaviour for Learning in every student across the Academy in order to secure continuous improvement in achievement and attainment.
- To liaise with Leadership and support Behaviour for Learning including the use of Class Charts to include monitoring and evaluating data to support the drive for outstanding personal development, behaviour and welfare across the Academy.
- To work collaboratively with the other Personalising Learning Directors and other colleagues to raise student progress and achievement across the Academy.
- To develop and enhance the teaching practice of others in Enrichment, Family Lunch and Tutor Time.
- To work with a wide range of stakeholders, including external agencies responsible for the health, safety and wellbeing of all students.
- To support the Designated Safeguarding Leads to ensure robust and effective safeguarding measures are in place and adhered to by all in the organisation.
- To identify and communicate with line managers, priority areas for improvement.
- To assist in the production of reports and reporting to parents.
- To conduct regular parent meetings across the student body.
- To assist and advise on examination entries within the designated year group.
- To regularly use national performance data to identify students at risk and to initiate and implement early intervention strategies
- To analyse, interpret and make use of attendance data to identify strategies to maximise student attendance including home visits.
- To undertake Learning Walks.

Teaching and Learning

- Use a variety of learning and teaching strategies to deliver outstanding lessons to all students ensuring pace and challenge are maintained.
- Plan lessons and extended learning opportunities in line with Schemes for Learning.
- Ensure learning objectives and outcomes are communicated to every learner in line with Academy policy.
- To differentiate appropriately, taking into account individual learner needs.

- Make use of extended learning opportunities for use outside of Academy lessons.
- Utilise effectively, Learning Support staff in lessons.
- Participate in the Academy's Quality Assurance Programme and its agreed framework.
- Work efficiently and creatively using the full range of resources available, including other adults and mentors.
- Provide a positive learning climate within lessons to promote a meaningful staff – student relationship and interaction.
- Adhere to the Academy's Positive Behaviour Policy and ensure implementation in everyday life at Q3.
- Regularly evaluate the progress of students in relation to their prior attainment and use data to inform teaching and learning.
- Report, as required, in line with the Academy's Self-Evaluation and Development Plan to a variety of stakeholders including students, parents, line managers and the Executive Team.
- Mark work in accordance with the Academy's Assessment for Learning Policy providing both formative and summative feedback on a regular basis.
- To take responsibility for individual professional development and use the outcomes to improve learning and teaching.
- To demonstrate a thorough and up-to-date knowledge of learning and teaching taking into account wider curriculum developments, which are relevant to your work, e.g. National and Department for Education initiatives.
- To be aware of the Academy's Anti-bullying Policy and support students as necessary.
- To maintain outstanding order and behaviour for learning among students, with particular regard to Health and Safety, both on the Academy premises and when engaged in authorised activities elsewhere.

Other

- To participate in your own professional development activities and performance management activities as required
- Ensure that 'no student is left behind', in their academic and personal development.
- Conform to the Academy's Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping.
- Build team commitment amongst students and staff alike.
- Engage and motivate students and staff to do their best by doing your very best.
- Demonstrate a positive approach to your professional duties and improve the quality of student learning.
- To consistently uphold the Academy's aims and strive to attain Academy Targets.
- To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy.
- To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner.
- Play a full part in the life of the Academy's community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders.
- It is the responsibility of each employee to carry out their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment.
- The job purpose and key task statements above are indicative and by no means exclusive. The need for flexibility amongst staff is therefore considered important.
- To undertake any other duties deemed reasonable by the Senior Leadership Team for the post at this level.

- All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academy and undertake risk assessments as appropriate. Full details can be accessed via the staff website.

The Mercian Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.'

Notes:

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.



Person Specification

Education, Training and Qualifications

Essential Desirable

	Essential	Desirable
Qualified Teacher Status	X	
Degree	X	
Continuing good record of professional development	X	

Experience

Essential Desirable

	Essential	Desirable
Evidence of leadership skills and development of staff	X	
Experience of development planning and involvement in policy formation as a middle manager		X
Evidence of monitoring and evaluating teaching and learning via a rigorous Quality Assurance	X	
Achievement of high standards	X	
Awareness of the value of assessment data in raising standards	X	
Experience of working with a range of external agencies		X
Experience of Pastoral Leadership and Management		X
Use ICT as a management tool	X	
Ability to prioritise and give clear direction	X	
Integration of the SMSC	X	
Ability to work with all stakeholders including governors, staff, parents and community to	X	
Ability to prioritise, delegate and give clear direction	X	
Skills in Performance Management	X	
Effective verbal and written communication	X	
Ensure that the educational needs of all children are met	X	
Ability to think quickly under pressure and exercise good judgement	X	

Knowledge and Understanding

Essential Desirable

	Essential	Desirable
Planning learning to meet the needs of all students	X	
Assessment procedures used to inform planning for teaching and learning for all students	X	
A broad and balanced curriculum for all students	X	
Understanding effective inclusion practice	X	

Skills

Essential Desirable

	Essential	Desirable
Skills to teach all Key Stages	X	
Clear understanding of 14-19 agenda	X	
Experience of middle management	X	
Clear understanding of how students learn and how their needs can be met	X	
Clear understanding and commitment to equality principles and practices	X	
Determination to overcome barriers, including attitudinal barriers to the effective inclusion of all	X	
A commitment to high standards for all	X	
A commitment to self and Academy improvement	X	