GREENWOOD ACADEMIES TRUST

JOB SPECIFICATION

Teaching and Learning Lead

The professional duties of all teachers (other than that of the Principal) are set out in the School Teachers' Pay and Conditions document (STPCD).

Reporting directly to:	Faculty Curriculum Leader/Senior Assistant Principal (Teaching & Learning)
Core Purpose:	• Overall responsibility for the standard of teaching and learning in faculty • Raise attainment in faculty • Secure better learning and progress through improving the quality of teaching
Liaising with:	• Leader of Standards and Progress in the faculty • The other Teaching and Learning leaders across the Academy • Senior Assistant Principal Teaching and Learning
Key Responsibilities:	• To ensure teaching is consistently good across the faculty • To support creativity and individuality within learning and teaching • To share accountability for achieving the highest standards of student attainment and achievement of identified students • To support teachers across the curriculum to develop and enhance strategies for teaching; to support students in developing qualities which promote learning; to assist faculty teams in evaluating their provision for learners • Leading, developing and enhancing the teaching practice of others to overcome students' barriers to learning • Shared accountability for leading, managing and developing strategies to secure achievement of students across the curriculum • To submit reports and collate data to enable the Trust to monitor standards of teaching. • To contribute to professional learning of colleagues with regard to meeting the needs of students
Operational/strategic planning:	• To monitor and track the quality of teaching and learning within faculty • To support faculty Curriculum Leader and Standards and Progress Lead to monitor and track progress of pupils, behaviour and attendance within faculty • To develop and enhance teaching, learning and support systems for learners across the academy. • To assist in the implementation of school policies and procedures. • To work relentlessly in pursuit of this vision; to win confidence of stakeholders in systems for supporting learners and securing a calm learning environment for all students • To contribute to an annual faculty improvement plan and a self -evaluation as part of overall academy evaluation processes
Curriculum provision and development:	• To lead in development of inclusive practices, deploying team members to make best use of expertise • To keep up to date with national developments in faculty related practices and methodology • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
Staffing **Staff development:** **Recruitment/deployment of staff**	• To work with team members to ensure staff development needs are identified and that appropriate programmes are designed to meet such needs • To contribute to performance management and to act as Team Leader for a group of staff with the faculty • To promote teamwork and to motivate staff to ensure effective working relations • To ensure the effective, efficient deployment of support and teaching staff to secure the best outcomes for learners

Quality assurance	• To ensure the effective operation of quality control systems including standardisation and moderation • To assist in the process of the setting of targets within the team and work towards their achievement • To contribute to the Academy's procedures for lesson observation, learning walks and work scrutiny • To participate in the monitoring and evaluation of team members in line with agreed Academy procedures including evaluation against quality standards and performance criteria
Management information:	• To ensure the maintenance of accurate and up to date information relating to the faculty • To assist in the use of analysis and evaluation of performance data • To assist in the production of reports on examination performance, including the use of progress data
Communications:	• To help ensure that all members of the faculty are familiar with its aims and objectives • To ensure effective communication, as appropriate, with parents of students • To liaise with partners schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies
Marketing and liaison:	• To contribute to the Academy liaison and marketing activities e.g. the collection of material for press releases • To contribute to the development of effective subject links with partner schools and the community • Attendance where necessary at liaison events in partner schools and the effective promotion of the Academy at open days/evenings and other events in partner schools and the wider community • To actively promote the development of effective links with external agencies
Management of resources:	• To identify resource needs and to contribute to the efficient/effective use of physical resources, including allocation, control and account of finances • To co-operate with other curriculum areas to ensure sharing and effective usage of resources to the benefit of the Academy and the students
Pastoral system:	• To contribute to cross curricular work including PSHE, citizenship and enterprise education • To be an excellent form tutor within the pastoral system • To assist in the implementation of the behaviour management system so that effective learning can take place
Teaching:	• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
Learning outcomes:	• To ensure students achieve sustained improvement in their subject knowledge, understanding and skills in relation to prior attainment • To ensure students are well prepared for any tests and examinations
Additional duties:	• Performance manage appropriate number of teaching and support staff within faculty • Attend strategic and operational meetings of Academy leaders as and when required
Health and safety:	• It is an employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.