



THE HIGHCREST ACADEMY JOB DESCRIPTION

HEAD OF LEARNING

You will be accountable for the implementation of school policies, plans, targets and practices; standards achieved by learners; quality of learning; leading and managing year group staff; effective deployment of learner development resources including teaching and support staff; Health & Safety within the curriculum time devoted to year group activities.

You will be responsible to: The Assistant Headteacher (Pastoral)

Main Duties and Responsibilities:

The duties outlined in this job description are in addition to those covered by the latest Teachers' Pay and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Areas include:

- Strategic direction and development of the year group
- Teaching and learning
- Leading and managing staff
- Efficient and effective deployment of staff and resources

Strategic Direction and Development of the Year Group

- Develop and implement policies and practices for the year group which reflect The Academy's commitment to high achievement, effective teaching and learning.
- Create a climate which enables other staff to develop and maintain positive attitudes towards the learners and confidence in tutoring them.

- Establish a clear, shared understanding of the contribution that year activities play in learners' spiritual, moral, social and cultural development, and in preparing them for adult life.
- Use dedicated leadership and management time to (for example) monitor learner achievement through analysis of behaviour and homework data; monitor lesson planning and undertake lesson observations; review evidence on the impact of assessment and marking practices; discuss with learners their teaching and learning experiences.
- Maintain a Monitoring and Evaluation file to provide evidence for whole year group monitoring and evaluation processes.
- Use data effectively to identify learners who are underachieving, and where necessary create plans of action to support those learners.
- Keep abreast of national, regional and local data and evidence to inform policies, practices, expectations, targets and teaching methods.
- Establish with the team, short, medium and long term plans for the development and resourcing of the year group.
- Ensure that the work of the year group sits within The Academy's policies such as Assessment, Teaching and Learning, Anti-Bullying and Behaviour and Inclusion.
- Monitor the progress made in achieving plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.
- Year improvement plan – review twice a year.

Teaching and Learning

- To plan and co-ordinate the Life Lesson programme for the year group, liaising with the relevant Assistant Headteacher.
- Ensure that teachers are clear about the objectives of tutor and mentor sessions and communicate such information to learners.
- Provide guidance to subject staff on the appropriate choice of teaching and learning methods to meet the needs of different learners.
- Ensure effective development of learners' literacy, numeracy, ICT and citizenship skills.
- Ensure that information about learners' achievements in previous schools and classes is used effectively to secure good progress in the subject/s.
- Set expectations and targets for staff and learners in relation to standards of learner achievement and the quality of teaching; establish clear targets for learner achievement; and evaluate progress and achievement in the subject by all learners.
- Evaluate the teaching of the year group, and using this analysis identify effective practice and areas for improvement, and liaise with HoD's and SLT.
- Ensure that learners are able to increasingly develop effective study skills and an increasing independence in learning.
- Ensure that tutors are aware of the contribution of the 'pastoral programme' to learners' understanding of the duties, opportunities, responsibilities and rights of citizens.
- Ensure that tutors recognise and know how to deal with racial and gender stereotyping.

- Establish a relationship with parents to involve them in their child's personal development.
- Promote whole year group, Academy and priorities for personal development such as charity foci, extra-curricular programme/s, mentoring and Off-Site Learning Opportunities.
- Monitor attendance and punctuality.
- Keep reports and appropriate records of learner development as active citizens including behaviour.
- Ensure rewards and sanctions are used within The Academy policy framework.
- Refer appropriate pupils to the Inclusion Support Centre for relevant support.
- Liaise with the Inclusion Support Centre and outside agencies, where appropriate, on the progress of learners within the year group.
- Meet regularly with the SLT Link to discuss learner progress.
- Take steps to prevent bullying and support victims of bullying, including racist and homophobic incidents.
- Work with the Learning Support Department, to ensure that provision is reviewed regularly.
- Ensure that targets are regularly set and reviewed and that learner needs are met, as far as possible, including Risk Assessment being undertaken for identified learners.

Leading and Managing Staff

- Articulate and exemplify high expectations for learners and staff in all aspects of work.
- Help staff achieve constructive working relationships with learners.
- Be a very good role model – in teaching and learning; professional relationships; impact on others such as meeting deadlines.
- Establish clear expectations for constructive working relationships among staff involved in the year team – through team working, mutual support, devolving and delegating responsibilities, evaluating practices, and an acceptance of accountability, and challenge and support for continued enhanced teaching and learning.
- Sustain their own motivation, and as far as possible, that of other staff in the area.
- Contribute to the appraisal and performance management of staff as required according to The Academy's policy and practice.
- Lead professional development of staff through example and support, and coordinate the provision of high quality professional development through the structures within The Academy, and beyond.
- Ensure that trainee and NQT colleagues are appropriately involved in year group activities in collaboration with the appropriate Assistant Headteacher.

- Develop a good knowledge of the professional profile and capability of each member of staff in your team.
- Ensure that appropriate senior staff are appraised of the progress of the year group in relation to achievement and standards.

Efficient and Effective Deployment of Resources

- At least annually establish the staff and resource needs for the year group and advise the Principal, or SLT link, of likely priorities for expenditure, and allocate available resources with maximum efficiency to meet the objectives of the school and year group plans and to achieve value for money.
- Deploy staff to ensure the best use of subject, technical and other expertise., including colleagues employed through Connexions.
- Create an effective and stimulating environment within the year areas.
- Ensure that there is a safe working environment in which risks are assessed properly.

Other Duties and Responsibilities

- Liaise with Assistant headteacher (Pastoral) and transition mentor to support the induction of Year 6 in the Summer Term (Head of Learning - Year 7)
- Lead a year assembly on a rota basis and be present when it is taken by SLT or the Principal.
- Attend and contribute to the Pastoral meetings as per the Calendar.
- Attend all Parental Consultation meetings as per the Calendar.
- Represent the school at Attendance Meetings with Parents and the attendance officer as necessary.
- Develop appropriate links with other outside agencies as appropriate for individual learners.
- Attend Governors' meetings as requested.
- Attend Governors' Link Meetings.
- Attend Leadership Team Link Meetings.
- Ensure reports are produced to a high standard and in a timely fashion.
- Co-ordinate the year's annual Parents Evening(s).
- Liaise with the Child Protection Officers on issues connected with child protection.
- Follow up on pupils whose uniform is below standard.
- Supervise, on a rota basis, a weekly Head of Learning detention.
- Ensure that there are at least two representatives on the Academy Council who report back to the Year Council once a month.
- Hold a Year Council Meeting at least once a half term.

Other

- All staff are required to read and understand the current and future versions of Keeping Children Safe in Education, Part 1 and Appendix A along with the academy's policies relating to Safeguarding and Child Protection, all of which are available electronically.
- The Academy has a clear process where every member of staff must report any concern they have about a child directly to the DSL Team. This process is outlined during induction, regularly at whole staff meetings and in weekly bulletins. Details of the DSL Team is displayed daily in reception. Any queries regarding any aspect of safeguarding must be made to a member of the DSL Team.
- All staff are required to read and understand the academy GDPR policy to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. This policy applies to all personal data, regardless of whether it is in paper or electronic format.
- The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Principal. The duties of this post may vary from time to time, as required by the Principal, without changing their general character or level of responsibility.
- The Academy follows Safer Recruitment Guidelines and reserves the right to delay an applicant's start date if any checks are outstanding. This includes an online DBS check and where necessary an overseas check.

Postholder

Signature:

Printed Name:

Date:

Line Manager

Signature:

Printed Name:

Date: