**Job Description – DIRECTOR OF LEARNING – English**

# Job details

**Grade:** L3-7

**Reporting to:** Deputy Headteacher

**Responsible for:** 2ic – English and Faculty Teachers

**MAIN PURPOSE**

The post holder will be focussed on ensuring the following outcomes are achieved:

* To provide the senior leadership team with in-depth knowledge of the faculty and how to provide the best quality of education in this area of the curriculum.
* To the be subject lead for a subject area.
* To develop a faculty curriculum which is planned and sequenced so that new knowledge and skills build on what has been taught before and towards clearly defined end points.
* To ensure the quality of education in the faculty is of the highest standard to ensure students achieve the best possible outcomes.
* To lead a culture in the faculty of research based pedagogy so that teachers have expert knowledge of the subjects that they teach and how to teach them.
* To ensure that students achieve well which is reflected in results from national examinations and qualifications obtained.
* Establishing faculty policies for achieving these aims and objectives.
* Monitor the effectiveness of said policies.
* Leading the development of high quality teaching materials
* To support underachieving colleagues and help them improve their practice
* Accountable for the performance of the department, including student progress, staff performance and departmental standards
* Accountable for the faculty improvement plan

The Director of Learning will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document.

**DUTIES AND RESPONSIBILITIES**

1. Performance manage members of their team, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
2. Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
3. Commit to their own professional development, proactively identifying development opportunities.
4. Create and sustain an ethos of high aspirations within the faculty that fits with the school’s Christian ethos.
5. Analyse national, local and school data, research and inspection findings to inform curriculum area policies and practices, expectations and pedagogy and to report regularly to SLT on progress and plans.

1. Know how to and take a lead role to improve the effectiveness of assessment practice in the faculty
2. Analyse statistical information to evaluate the effectiveness of teaching and learning.
3. Research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence to inform own practice and that of colleagues.

**OTHER AREAS OF RESPONSIBILITY**

The Director of Learning will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Director of Learning will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher

**Footnote**: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**PERSON SPECIFICATION**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Degree or equivalent  Qualified Teacher Status  Evidence of recent professional development  A passion for continual professional development  Experience of whole school responsibilities (D) |
| **KNOWLEDGE / SKILLS** | Outstanding classroom practice  Excellent subject knowledge throughout both KS3 and KS4  Knowledge and understanding of inclusion in a whole school setting  Up to date knowledge of curriculum and assessment and how to develop highly effective schemes of work  Ability to analyse and apply data in developing provision designed to maximise student potential  Thorough understanding of safeguarding and child protection  Professional resilience  Evidence of contribution to whole school development (D) |
| **LEADERSHIP / MANAGEMENT** | Positive attitude with the ability to lead by example and motivate others  The ability to delegate effectively in order to support and develop the team whilst maintaining professional accountability  Ability to set clear and high expectations of others  The ability to plan and prioritise tasks  An excellent attention to detail  Outstanding communication skills  Proven presentation skills  Ability to take the lead and effectively delegate  Good negotiating skills  Professional resilience  A sensitive and diplomatic approach |
| **SKILLS & ATTRIBUTES** | Ability to inspire and motivate colleagues, act as a role model and have high expectations of self and others.  Ability to investigate, resolve problems and make informed decisions.  Have excellent organisational skills and the ability to prioritise when under time pressure.  Possess imagination, enthusiasm and a good sense of humour. |
| **PERSONAL CHARACTERISTICS** | Capacity to work very hard under pressure  Approachable  Committed  Empathetic  Enthusiastic  Organised  Resourceful  Resilient  Determined |