



Leader of Learning Job Description

Secondary Discoverers' Pathway Lead

Post:	Leader of Learning
Salary:	Leadership Scale L9 – L13 (£53,973 – £59,558)
Accountability:	Reporting to the Headteacher and Governing Body Line-Managed by the Headteacher
Specific Responsibilities (Whole School):	Whole school responsibility for Secondary Discoverers' Pathway / PSHE including Relationship and Sex Education

RESPONSIBILITIES AND DUTIES

Purpose

- To ensure all professional practice within the Secondary Discoverers' Pathway classes fully reflect the school values.
- To build upon the continuous development and improvement of the quality of education across the pathway through coaching, monitoring, training, development and support.
- To lead practice across the secondary pathway and take responsibility, and be accountable, for all aspects of provision within it.
- To work in partnership with specialist support and expertise in developing high quality provision.
- To develop a learning focused provision built around a culture and practice of self-reflection, joint practice development, coaching and mentoring for all staff.
- To develop a personal role around vision, innovation and creativity, with clear focus on the continual improvement of the quality of education.
- To ensure that self-reflection and ongoing improvement in the quality of education underpins all developments with staff within the department.

Responsibilities

- Lead responsibility for the Secondary Discoverers' Pathway.
- Lead responsibility for Personal Social and Health Education including Relationship and Sex Education.
- To be a role model for teaching and learning.
- To offer support and guidance to all teaching staff during their first year in post. To support day to day practice and procedures, signpost the teacher towards relevant



sources of support, for example, subject specialism or behaviour management in coordination with the DHT/ECT Mentor.

- To act as a teaching and learning coach / peer support. Provide coaching, within a trusting peer to peer framework, as well as informal advice and guidance to improve practice.
- To create and encourage joint practice where teachers are encouraged to coach and observe each other with the view of sharing and developing outstanding practice.
- To undertake focussed lesson observations and learning walks to provide feedback and identify areas for support to the team within the secondary pathway.
- To manage on a daily basis, and review as appropriate, personalised behaviour and learning programmes in partnership with the Deputy Headteachers/Behaviour Lead to ensure learning opportunities are maximised for pupil/student safety.
- To undertake regular moderation exercises across the pathway, department, school, district and county to ensure accuracy and consistency of practice and of teacher assessment.
- Take on any additional responsibilities which might from time to time be reasonably determined by the Headteacher/Deputy Headteachers.

Key Duties

<p>Strategic Direction and Development of the School</p>	<p>The Secondary Discoverers' Pathway Lead will:</p> <ul style="list-style-type: none"> • play a role in the strategic direction and development of the school; <ul style="list-style-type: none"> ➤ contributing to rigorous self-evaluation. ➤ Identification of school improvement priorities. ➤ monitoring of outcomes. ➤ measuring of impact. <p>Much of the above will include taking personal responsibility for key aspects as well as holding others to account.</p> <ul style="list-style-type: none"> • contribute to, and work towards, agreed whole school, departmental and pathway targets within the School Improvement Plan. • take the lead on at least one whole school initiative linked to the School Improvement Plan and their own Performance Management. Be responsible for monitoring the effectiveness of the initiative and its impact and provide feedback to the Leadership Team and Governing Body as appropriate.
<p>Quality of Education</p>	<p>The Secondary Discoverers' Pathway Lead will:</p> <ul style="list-style-type: none"> • model high quality teaching. • monitor standards of teaching and learning within their pathway through lesson observations, learning walks, drop-in sessions and work scrutiny. • work with the Deputy Headteachers to ensure that students are offered and achieve an aspirational range of appropriate qualifications.

	<ul style="list-style-type: none"> • have a good current awareness of standards of teaching and learning within the pathway, and ensure that the Leadership Team and Governing Body are provided with timely updates. • contribute to the monitoring of the quality of teaching and learning across the pathway through a variety of means. • take the lead on the Secondary Discoverers’ pathway curriculum delivery and undertake regular reviews ensuring that it meets the needs of learners. • liaise with the Primary Discoverers’ Pathway Lead to ensure progressive learning opportunities and consistency in planning and delivery. • take the lead on the monitoring of pupil progress within the Secondary Discoverers’ Pathway, identifying patterns and trends in data and forming appropriate remedial interventions. • ensure that the quality and quantity of information/data both electronic (Evidence for Learning) and paper enables teachers to plan to meet need. • champion pupil progress, ensuring that students make the greatest possible progress, working with staff to identify and overcome barriers to learning. • collect and collate assessment data and pass on to the Headteacher and Deputy Headteachers as required. • be able to talk about the progress of students who follow the Secondary Discoverers’ Pathway, with confidence, identifying trends, strengths and areas for development. • ensure that specific allocations such as Pupil Premium; <ul style="list-style-type: none"> ➢ are allocated efficiently within the department. ➢ are used to narrow the attainment gap in vulnerable groups/individuals. ➢ are impact measured in order to ensure proof of effective expenditure.
<p>Leadership and Management</p>	<p>The Secondary Discoverers’ Pathway Lead will:</p> <ul style="list-style-type: none"> • report back to the Headteacher and/or Deputy Headteachers on a termly basis to share updates on ongoing monitoring, evaluation, support and development within the pathway. • promote a coaching culture within the pathway. • facilitate the delivery of coaching sessions across the pathway. • monitor the performance of all staff, including teachers, teaching assistants, HLTAs and midday supervisors, within the pathway. • (on occasions) take part in the selection and appointment of staff for their pathway. • take part in developmental activities for staff, including the induction process for newly appointed members of staff.



	<ul style="list-style-type: none"> organise and chair pathway meetings. represent support staff from the pathway in the annual Total Contribution Pay (TCP) moderation meeting.
Behaviour and Attitudes	<p>The Secondary Discoverers' Pathway Lead will:</p> <ul style="list-style-type: none"> promote positive and proactive approaches to behaviour support across both the pathway and the school. ensure that all staff receive regular and timely training in regards to positive behaviour support. ensure that systems of reinforcing success and wanted behaviour are in place, including the use of reward systems, across the pathway. utilise all available data to maintain a good understanding of the behaviour of students within the pathway. work with parents, together with outside agencies where appropriate, to address behaviour concerns. ensure high standards of behaviour, as appropriate to students' SEN, across the pathway.
Supporting Efficient and Effective Deployment of Staff and Resources	<p>The Secondary Discoverers' Pathway Lead will:</p> <ul style="list-style-type: none"> ensure that resources are relevant, maintained and fit for purpose. report any health and safety concerns, ensuring that any required actions have been carried out. ensure that all classroom/pathway items have been recorded on the school's Asset Register and that any items replaced/broken are reported to the asset register lead. have responsibility for particular budget areas, as appropriate to their pathway and areas of responsibility, monitoring expenditure and ensuring that funds are spent with maximum impact and best value. Liaise with Department Operational Leads regarding the allocation of staff within the pathway on a daily basis.
Safeguarding/Pastoral Care/ Relationships with Parents	<p>The Secondary Discoverers' Pathway Lead will:</p> <ul style="list-style-type: none"> ensure that a safeguarding culture is prevalent across the pathway. ensure that the safety and wellbeing of students from across the pathway remains top priority. ensure that all staff within the pathway are aware of all safeguarding policies and procedures and know how to raise concerns should they arise. have oversight of their pathway, developing relationships with students, parents/carers and staff. Provide a line of support when issues arise.
Health and Safety	<p>The Secondary Discoverers' Pathway Lead will:</p> <ul style="list-style-type: none"> ensure that all staff within the pathway are aware of all related health and safety policies and procedures and how to report concerns.

	<ul style="list-style-type: none"> • ensure that risk assessments for the pathway are up to date and fit for purpose. Ensure that regular review of risk assessments ensures the safety of students, staff and visitors. • ensure that appropriate risk assessments have been undertaken prior to activities taking place and direct any concerns to the Headteacher/Deputy Headteachers as appropriate. • ensure that the pathway is represented on the schools' Health and Safety Committee.
<p>Links with Other Agencies</p>	<p>The Secondary Discoverers' Pathway Lead will:</p> <ul style="list-style-type: none"> • have responsibility for fostering and maintaining links with other agencies, as appropriate to their pathway. • liaise with the Deputy Headteacher with responsibility for health/ School Nurse, etc. when referrals to external services are required, e.g. therapy, CHYPS, etc. • ensure that programmes developed for students are disseminated to appropriate staff teams and are carried out regularly.

