



Leader of Learning Job Description

Head of 14-19

Post:	Leader of Learning
Salary:	Leadership Scale L9 – L13 (£48,687 – £53,724)
Accountability:	Reporting to the Headteacher and Governing Body. Line-Managed by Deputy Headteachers.
Specific Responsibilities (Whole School):	Whole school responsibility for careers, vocational education and the Pioneers' Curriculum Pathway.

RESPONSIBILITIES AND DUTIES

Purpose

- To ensure all professional practice within the department fully reflect the school values.
- To build upon the continuous development and improvement of the quality of education in the 14-19 department through coaching, monitoring, training, development and support.
- To lead practice in the department 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

- To take on whole school lead responsibility for the Pioneers' curriculum.
- To lead on careers education and facilitate work experience and supported internship programmes.
- To keep up to date with post school options/providers in order to provide guidance to school leavers and their parents/careers.
- To work with post 16-19 providers to ensure a smooth transition for school leavers.
- 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 department.
- To manage on a daily basis, and review as appropriate, personalised behaviour and learning programmes in partnership with the DHTs/Behaviour Lead to ensure learning opportunities are maximised for pupil/student safety.
- To undertake regular moderation exercises across the 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>Leaders of Learning 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 holding others to account.</p> <ul style="list-style-type: none"> • contribute to, and work towards, agreed whole school and departmental targets within the School Improvement Plan. • take the lead on at least one whole school initiative linked to the School Improvement Plan and 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>Leaders of Learning will</p> <ul style="list-style-type: none"> • model high quality teaching. • monitor standards of teaching and learning within their department through lesson observations, learning walks, drop-in sessions and work scrutiny. • work with the Deputy Headteacher to ensure that students are offered and achieve an aspirational range of appropriate qualifications. • have a good current awareness of standards of teaching and learning within the department and the Pioneers’ pathway, and ensure that

	<p>the Leadership Team and Governing Body are provided with timely updates.</p> <ul style="list-style-type: none"> • contribute to the monitoring of the quality of teaching and learning across the school through a variety of means. • take the lead on curriculum delivery and review the Pioneers’ pathway, ensuring that all long and medium term plans are updated and reviewed regularly by subject leads and that they meet the needs of learners. • have responsibility for ensuring that all Pioneers’ pathway medium term plans are readily available at the beginning of each new term. • liaise with the Leaders of Learning from other departments to ensure a progressive curriculum and consistency in planning and delivery. • take the lead on the monitoring of pupil progress within the Pioneers’ pathway, identifying patterns and trends in data and forming appropriate remedial interventions. Ensuring that the quality and quantity of information/data both electronic (EFL) and paper enables teachers to plan to meet need. • champion pupil progress, ensuring that pupils and 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 Deputy Headteachers and Headteacher as required. • be able to talk about the progress of pupils who follow the Pioneers 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>Leaders of Learning will;</p> <ul style="list-style-type: none"> • report back to Headteacher and/or the Deputy Headteachers on a termly basis to share updates on ongoing monitoring, evaluation, support and development within the key stage / curricula area. • promote a coaching culture within the department. • facilitate the delivery of coaching sessions across the department. • monitor the performance of all staff, including teachers, teaching assistants, HLTAs and midday supervisors, within the department. • take part in the selection and appointment of staff for their department. • 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 departmental meetings. be responsible for the day to day allocation of staff within the department. represent support staff from the department in the annual Total Contribution Pay (TCP) moderation meeting.
Behaviour and Attitudes	<p>Leaders of Learning will:</p> <ul style="list-style-type: none"> Promote positive and proactive approaches to behaviour support across both the department 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 department. Utilise all available data to maintain a good understanding of the behaviour of pupils within the department. Work with parents, together with outside agencies where appropriate, to address behaviour concerns. Ensure high standards of behaviour, as appropriate to pupil SEN, across the department.
Supporting Efficient and Effective Deployment of Staff and Resources	<p>Leaders of Learning will:</p> <ul style="list-style-type: none"> ensure that resources are relevant, maintained and fit for purpose. report any departmental defects or health and safety concerns, ensuring that any required actions have been carried out. ensure that all departmental 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 department and areas of responsibility, monitoring expenditure and ensuring that funds are spent with maximum impact and best value. be responsible for the allocation of pupils and staff to classes within the department. liaise with other Leaders of Learning every morning to ensure staff are deployed effectively across the school.
Safeguarding/Pastoral Care/ Relationships with Parents	<p>Leaders of Learning will:</p> <ul style="list-style-type: none"> ensure that a safeguarding culture is prevalent across the department. ensure that the safety and wellbeing of pupils and students from across the department remains top priority. ensure that all staff within the department are aware of all safeguarding policies and procedures and know how to raise concerns should they arise.

	<ul style="list-style-type: none"> • have oversight of their department, developing relationships with pupils, parents/carers and staff. Provide a line of support when issues arise.
Health and Safety	<p>Leaders of Learning will:</p> <ul style="list-style-type: none"> • ensure that all staff within the department are aware of all related health and safety policies and procedures and how to report concerns. • ensure that risk assessments for the department are up to date and fit for purpose. Ensure that regular review of risk assessments ensures the safety of pupils/students, staff and visitors. • ensure that appropriate risk assessments have been undertaken prior to activities taking place and direct any concerns to HT/DHTs as appropriate. • ensure that the department is represented on the schools Health and Safety Committee.
Links with Other Agencies	<p>Leaders of Learning Will:</p> <ul style="list-style-type: none"> • have responsibility for fostering and maintaining links with other agencies, as appropriate to their department. • liaise with the DHT with responsibility for health/ School Nurse, DHT with responsibility for behaviour, etc. when referrals to external services are required, e.g. therapy, CHYPS, etc. • ensure that programmes developed for pupils/students are disseminated to appropriate staff teams and are carried out regularly.