

**JOB TITLE:** Director of Teaching and Learning

**GRADE:** Leadership scale L11 – L15 (with a teaching load of approx. 0.4fte)

**REPORTING TO:** Deputy Head (Academic)

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The structure of the Truro School Senior Leadership Team is shown below. The Director of Teaching and Learning is a member of the core team who between them are responsible for the day-to-day running and management of the School. This job description sets out some of the management and leadership roles performed by members of the SLT. It then outlines the specific responsibilities of Teaching and Learning. However it should be noted that it is expected that the whole SLT will be dynamic and flexible in the division of tasks between them. Teamwork is required at all times to ensure the overall aims of the school are being met.

**General Duties for all SLT**

All SLT contribute to whole school management matters. This includes:

* The day-to-day smooth operation of lessons and activities and maintenance of appropriate behaviour and safety standards
* Supporting all areas of School – e.g. Public Events, Entrance Examinations
* Assisting with communication in all areas with and between staff, pupils and parents
* Assisting in all SLT duties (or to cover for absence within SLT) as the need arises or as directed by the Headmaster
* Contributing to staff welfare, by supporting all staff who sit within the areas of school within their line management responsibility
* Having a marketing and representational role.
* Contributing to cover in school holidays

All SLT contribute to the Strategic Development of the School. This includes:

* Strategic Plan: participation in the annual review cycle and termly review meetings
* Appraising senior staff (HoDs/HoYs/HoHs)

All SLT contribute to matters of Compliance/Policy Setting. This includes:

* Responsibility for specific policies (Academic/Pastoral etc.)
* Ensuring compliance of policy and operation with legal and ISI frameworks under the guidance/instruction of the Business Director and the Headmaster

All members of SLT play a role in staff appointments as required. This includes:

* Reading application forms and participating in shortlisting meetings
* Tours of school and interviewing; lesson observation if required

As a member of SLT, the Director of Teaching and Learning will normally attend the following regular meetings:

* SLT Huddle (currently Monday am)
* Operational SLT Meeting (weekly currently Wednesday am)
* Heads of Department meetings
* Pastoral Heads meetings as required
* Teaching and Learning Group meetings (chaired by middle leaders)
* All Staff meetings (1 or 2 per term)
* Pre-term SLT meetings (before the start of each term)

**ROLE OVERVIEW**

The Director of Teaching and Learning is a member of the Senior Leadership Team and is involved in policy making across the whole spectrum of curriculum related matters. In addition to the more specific points listed in the responsibilities below, the post holder will also lead various whole school initiatives.

The Director of Teaching and Learning will be expected to lead through empowerment of middle leaders on innovative Teaching and Learning taking into account up to date knowledge of cognitive science and learning theory.

The Director of Teaching and Learning will work closely with the Deputy Head (Academic) assisting with the monitoring and evaluation cycle and self-evaluation processes including the appraisal of heads of academic departments. In carrying out this role, the Director of Teaching and Learning will lead on the use of data to inform teaching and learning; ensure rigorous, effective pupil tracking and intervention; and contribute to the whole school self-evaluation processes and associated development plans.

The Director of Teaching and Learning will also work closely with the Director of Studies, Co-Heads of Academic Enrichment, the Co-Heads of Sixth Form, Heads of Year, the Head of Careers and the Overseas University Advisor to ensure a smooth passage from the 3rd Year to the Sixth Form and beyond for our pupils.

Line management responsibility for the Heads of Department with Deputy Head (Academic); Head of Careers and Co-Heads of Academic Enrichment.

**KEY RESPONSIBILITIES**

The following job description gives an outline of the major areas of responsibility, though of course there are many other aspects, reflecting the wide-ranging nature of all senior posts:

**Teaching, Learning and Student Progression**

* Quality assurance of teaching and learning
* Monitoring teaching and learning through analysis of all assessment data and public examination data
* Able, Gifted and Talented programme with Co-Heads of Academic Enrichment
* Coordination of programme of lesson observations
* Coordination of Leadership level work scrutiny and pupil voice surveys
* Support the Teaching and Learning group
* Oversight of Careers guidance

**Staff Development**

* Plan whole school INSET, CPD and delivery of in-house courses
* Act as CPD officer and co-ordinate staff CPD using Genie Suite software
* Coaching and mentoring of teaching staff, including leadership skills, lesson observations and SEF cycle
* Co-ordinate teaching staff induction
* Oversee ITT and NQT programmes

**Day-to-day operations**

* Staff training
* Budgetary supervision – Careers, Academic Enrichment and CPD budget.

**PERSON SPECIFICATION**

* Inspired by the school’s mission and aim and a commitment to vigorously promote and model the behaviours and values expected of others
* Leadership and management skills to improve and maintain high levels of student attainment by encouraging accountability and self-reflection amongst staff.
* Collaborative working practices developed and demonstrable
* Proven ability to develop and implement policies to contribute to the delivery of the strategic plan for the school
* Excellent classroom practitioner who can lead by example
* Ability to manage change and work under the pressure of changing circumstances
* Excellent organisation skills with the proven ability to implement and see things through to completion
* Excellent communication skills, understanding the importance of listening
* Proven experience of promoting the health, welfare and safeguarding of children and young people

**Date prepared: March 2019**

**Prepared by: Deputy Head (Academic)**