

LITTLE HEATH SCHOOL



JOB DESCRIPTION: Leader of Learning

Job Title: Head of Year

Report to: Deputy Headteacher (Key Stage)

Job Purpose: The Leader of Learning will:

- work with key stage leaders and heads of department to lead learning and to monitor progress in the year group, thus securing outstanding educational outcomes for students;
- carry out the professional duties of a classroom teacher as set out in the current STPCD;
- work collaboratively with other members of the pastoral team to improve student engagement in learning.

Salary/pay grade: TLR 1(b) £10,979 (Nationally agreed pay scales are used as defined in the STPCD).

Specific responsibilities of the post:

Teaching and Learning

- To develop innovative approaches to teaching and learning across the school in order to raise standards of student achievement.
- To improve further standards of student learning and behaviour within the school through Student Voice projects.
- To monitor the academic progress of students within their year group.
- To encourage positive behaviour in the year group.
- To liaise with and support heads of department to ensure expected progress towards examination results
- To co-ordinate target setting, monitoring and intervention in liaison with key stage leaders, tutors and heads of department
- To co-ordinate the development of learning skills in liaison with key stage leaders, tutors and heads of department
- To encourage and develop extra – curricular activities to enhance learning and independent learning skills
- To implement the model of plan, monitor, evaluate, and review whenever appropriate in order to continue to raise standards in teaching and learning.
- To be able to speak fluent English to an appropriate standard.

Assessment and Recording

- To attend and contribute to strategy meetings ensuring there is consequent year group and whole school strategy and understanding.

- To be able to interpret data in order to work with departments to implement appropriate intervention strategies.
- To work with the key stage leader to disseminate relevant data to tutor teams and departments and to ensure pupil progress is tracked effectively.
- To oversee reporting process relevant to year group.
- To use all available data to identify and track pupil progress, both at a sub-group as well as an individual level.
- To have oversight of arrangements for recording and reporting and parents evenings within the year

Curriculum

- To work with the heads of department to promote learning and maximum achievement for every student
- To promote opportunities for every student to enhance their learning
- To ensure a fair, open personalised curriculum for each child so that different pathways are accessible
- To work with Heads of department to co-ordinate a consistent approach to intervention
- To have oversight of public and internal examinations where relevant to the year group
- To support heads of department to ensure accurate exam entries where relevant to the year group.

Student personal development and well-being

- To co-ordinate student learning and behaviour within the year group.
- Working with the form tutor, monitor and promote the academic and social progress and the welfare of each pupil
- To work with the Attendance Officer and parents to ensure every pupil's attendance is as high as it possibly can be
- To establish appropriate tutorial programmes as part of a coordinated PSHE programme
- To work with the Inclusion department to monitor and plan interventions for vulnerable students within the year group
- To listen to the views and ideas of the students within the year group, and to use these contributions to inform whole school development planning
- To ensure that both you and the school follow the national policy on safeguarding and thus ensure that students are healthy and safe at school.

Management of Staff

- To provide a visible leadership to a team of tutors, reserve tutors and deputy heads of year.
- To set high expectations by modelling the appropriate professional behaviour and providing consistent support and guidance
- To keep up to date on national developments that affect your key stage and communicate this as appropriate
- To organise tutor meetings and INSET sessions that focus on teaching and learning

- To have oversight of deputy head of year role (see deputy head of year job description)
- To liaises with outside agencies such as EL, EWO and Social Care and complete appropriate paperwork
- To lead the SEF process in order to monitor consistency
- To remain in regular contact with Key Stage secretaries in order to assist them in being informed professionals, able to be proactive in their role.

Management of Resources

- To deploy resources (including staff, equipment and funding) efficiently in line with the school's 'value for money' policy, in order to ensure maximum impact on standards of student achievement
- To manage tutor prize money in order to secure best value for money.

Relationships with key stakeholders

- To interact on a professional level with colleagues and seek to establish and maintain productive relationships
- To monitor and promote the welfare social progress and attendance of pupils, helping to establish and maintain good links between parents and school
- To liaise with outside agencies such as CAMHS, Social Care, Locality etc in order to monitor and report to parents on the progress of pupils
- To organise meetings with key stakeholders

Other duties

- To undertake any further duties as outlined by the Headteacher provided that they are reasonable and appropriate.