**Appendix 5.2(i)**

**The Durham Federation**

**JOB DESCRIPTION**

**Position:** Director of Teaching & Learning

**Grade:** Leadership Scale L12- L16

**Reports To:** Headteacher

**Key Purpose**

To provide professional leadership and management of staff in order to promote high quality teaching throughout the federation and constantly improving standards of learning and behaviour for all students, and to develop curriculum opportunities so that learning, behaviour and teaching increase in effectiveness. Be central to developing a culture of high expectations, positive reinforcement, and respect.

**Key Responsibilities**

***Shaping the Future:***

* To contribute to the strategic planning process for the federation with a focus on improved outcomes for all students
* To ensure that pastoral care supports student progress and is used to improve learning and teaching and to inform and motivate students, parents and Governors.
* To ensure that information on student behaviour and attendance is used to improve learning and teaching, to inform staff, parents and Governors.
* As a member of SLT to contribute towards leading the development of whole federation strategy and policy.

***Developing Self and Working with Others:***

* To develop strategies to promote individual and team development, fostering an open culture and managing conflict
* To line manage the Pastoral team (behaviour, pastoral and attendance) ensuring the effective management of behaviour
* To line manage and performance manage specific staff as directed by the Headteacher.

***Managing the Organisation:***

* Maintaining and developing the ethos, values and overall purpose of the federation
* To share in the development of federation policies by means of informed decision making.
* To implement and manage agreed change
* To participate in the appointment of staff
* Participate in activities for quality assurance, development planning and self-evaluation.

**Specific Areas of Responsibility**

* To carry out the duties of a schoolteacher and an Assistant Headteacher as set out in the Schoolteachers’ Pay and Conditions document 1999.
* Deputise for the Headteacher / Deputy Headteacher
* To work with the Headteacher and Governors on developing, implementing and monitoring of the Federation Development Plan and ensuring accountability of all stakeholders
* To be involved in the strategic management and day-to-day running of the federation

***Teaching & Learning***

* Strategic leadership and management of Teaching, Learning & Assessment ensuring the quality across the school is at least consistently good and continuously improving.
* Strategic leadership and management of CPL
* Strategic leadership and management of HOCA in relation to their monitoring and effective use of the QA programme to secure rapid improvement and good / outstanding teaching and learning
* Effective management of the QA process
* To support subject leaders in monitoring and evaluating the quality of T&L and effective curriculum planning in their department

* + To provide a model of excellent classroom practice through whole class and support teaching
	+ Monitor the effectiveness of teaching and learning activities to meet the needs of all students
	+ To help create and maintain an effective and exciting environment for learning
	+ Lead the school's Appraisal system and staff development programme
	+ Ensure intervention systems are in place for when teaching is not at least good
	+ Coach and mentor staff who are underperforming
	+ Develop, as appropriate, ways in which parents can be informed and involved in the school's approach to teaching and learning
	+ Ensure that the learning experience is coherent, differentiated and appropriate
	+ Close the achievement gap between all groups of students
	+ Maintain and develop systems for identifying, assessing and reviewing provision and progress
	Monitor and evaluate the effectiveness of provision for identified groups of students
	+ Develop understanding amongst staff of learning needs and the importance of raising achievement among students
	+ Identify and celebrate good practice in Teaching and Learning across the school
* Consulting with stakeholders in the community, staff, students, sponsors to engage all in transforming students attitudes to learning
* As a member of committee(s) of the Governing Body, to keep Governors informed about progress towards raising standards of learning and teaching.
* To monitor the quality of teaching and learning, in line with the federation policy, this may include lesson observations, drop ins, monitoring of short and medium term planning and scrutiny of students’ work focusing on behaviour, engagement and expectation.
* Participate in training and learning activities and performance development as required
* Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
* Demonstrate and promote commitment to British Values and Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
* Be aware of and comply with policies and procedures relating to Child Protection, health, safety and confidentiality, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_