**Name:**

**Responsible to and mentored by:**  L Rodham, Headteacher

**Responsible for:** All teaching staff

**Job Description Summary**

**Key Purpose:**

* Developing the teaching and learning skills of all teachers through a rigorous programme of CPD and the setting of challenging targets for improvement
* Develop, lead and manage effective strategies to improve standards of teaching across all Key Stages
* To lead and manage the school Teaching & Learning Programme
* To lead and monitor the school AFL Policy
* Develop, lead and manage effective strategies to improve standards of teaching and learning by use of appropriate e-technologies across the school
* Accountability for line management of designated curriculum areas
* Develop, lead and manage effective strategies to improve standards of teaching and learning
* Oversee the school Coaching Programme
* Monitor quality of schemes of work, lesson observations and marking reviews
* Lead for research and development of Teaching & Learning

**Areas of Responsibility and Accountability**

1. **Leadership and Management**

* Deputise for the Headteacher from time to time and share leadership at the most senior level
* Make significant contributions to meetings of the Senior Leadership Team and Subject Leaders
* Contribute to the day to day organisation of the school and ensure it functions efficiently and effectively.
* Be a high visible present around school and model expectations of staff and students
* Take full accountability of the examination results of the designated curriculum subjects (line management)
* Leadership of the school Teaching and Learning Policy: its monitoring, review and evaluation
* Make a significant contribution to Governors’ Meetings, including appropriate documentation
* Make a significant contribution to the school’s self-evaluation process including the SEF
* Assume any other responsibilities as may reasonably be required by the Headteacher

1. **Student Learning and Achievement**

* Monitor the quality of teaching and learning and ensure the school’s Teaching and Learning policy is implemented consistently and effectively
* Support the Leadership Team with the pastoral care of all students who are underachieving
* Contributions to the Governors’ Committees

1. **Staff Support and Challenge**

* Responsible for the school’s induction programme for new staff
* Responsible for the ITT programme (PGCE and GTP) and NQT. Accountable for all formal assessments, training programmes and support for subject members
* Lead and manage all performance coaching programmes and report on progress to the Headteacher
* With the Headteacher, ensure the effective implementation of the School’s Appraisal Policy
* As part of normal monitoring and evaluation, undertake regular lessons observations, work scrutiny, student interviews and use the outcomes to identify and promote “best practice”
* Remain positive at all times and lead staff by example.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

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

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

Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_