

Job Description

Post: Learning Leader

Salary: MPR / UPR + TLR

Line Manager(s): Leadership Team

Supervisory Responsibility: Tutors
Deployment and supervision of the work of classroom support, as relevant



Main purpose of the job:

- To have overall responsibility for overseeing the social, moral and cultural development of students within your year groups.
- To monitor behaviour, attendance, punctuality and rewards across your year groups and proactively ensure high standards.
- To keep parents and carers fully informed of the progress of the students in your year groups via regular communications.
- To strategically manage and be responsible for the efficient and effective use of tutor team resources.
- To regularly analyse the progress data for students, liaising with relevant key staff.
- Instil in students an acute awareness of their importance as role models and monitor dress code, equipment and the impact of students in the school and wider community.
- To promote and maintain effective communication within your year groups and tutor teams.
- To teach a proportion of lessons per fortnight.
- Act within the statutory frameworks which set out professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document* and *Teacher Standards*.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school and Trust.

Duties and responsibilities:

As Learning Leader, you are required to carry out the duties of a school teacher as set out in the *School Teachers Pay and Conditions Document*. You should also have due regard to the Teachers' Standards. Performance will be assessed against the teacher standards as part of the performance management process as relevant to your role in the school/Trust.

- Lead year groups as directed.
- Support the Behaviour Policy both by providing rewards and sanctions and monitoring the use of them within your year groups.
- To promote the highest standards of behaviour and uniform.
- Work with tutors, key staff and relevant leaders to ensure excellent levels of attendance and punctuality within your year groups.
- Liaise with the safeguarding team and actively promote safeguarding and wellbeing.
- Liaise closely with all outside agencies.
- Know all students in your year groups as well as possible and to become accepted as a person to whom they can turn for guidance and counselling in addition to their tutor.
- Support intervention programmes and use student data to make informed decisions on the intervention and support being offered to students within your year groups.
- Ensure student voice from your year groups is represented.
- Mentor identified individual and small groups of students in your year groups as required.
- Ensure students line up and transition from one area of the school to the other in line with the Behaviour Policy.
- Have a presence during lesson changeovers as well as break and lunch times, including prompt attendance to duties.
- Coordinate all information received from staff, parents and outside agencies regarding individual students and to ensure that this information is distributed correctly and check that action is taken where and when necessary.
- Liaise with the SENDCO and other relevant staff to provide staff with appropriate information regarding social, emotional, medical and learning needs of students in your year groups.
- Ensure that students in your year groups are effectively managed and reintegrated following a suspension.
- Oversee and lead assemblies and celebrations within your year groups when required.
- Through regular tutor group monitoring, provide support for tutors as and when required.

- Develop and monitor strategies to maximise student potential across the curriculum in conjunction with Teaching Team Leaders.
- Oversee the smooth running of parent events and the distribution of quality assured reports.
- Model best practice in relation to Performance Management.
- Evaluate and develop your tutor teams.
- Coordinate extra-curricular activities within your year groups to encourage participation in cross-curricular competitions and events.
- Promote efficient delivery of the Personal Development curriculum and careers related provision.
- To carry out any other responsibilities commensurate with the role as directed by the Leadership Team.
- To promote and support the Trust's mission, vision and values and the school's cultures.

Fulfil wider professional responsibilities:

- Work collaboratively with others in the school and Trust to develop effective professional relationships.
- Register the attendance of and supervise students, before, during or after school sessions as appropriate.
- Collaborate with other leaders and designated individuals focused on promoting the highest achievements and outcomes for all students.
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school/Trust or as developed as an outcome of your performance management.
- Make a positive contribution to the wider life and ethos of the school and Trust.

Other:

- To have professional regard for the ethos, policies and practices of the school in which you teach and Trust, and maintain high standards in your own performance, attendance and punctuality.
- Perform any reasonable duties as requested by the Headteacher/CEO.
- Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the school/Trust including safeguarding, health and safety, equality and diversity and general data protection regulations.
- Maintain confidentiality of information acquired in the course of undertaking duties for the school/Trust.
- You may be required to work at any other premises occupied by the Trust or any of the employer's academies within mid-Cornwall as directed by the employer.

Note:

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school/Trust organisation and may change either as your contract changes or as the organisation of the school/Trust is changed. Nothing will be changed without consultation.

Person Specification

Qualifications:

1. Qualified teacher status or recognised equivalent.

Experience:

2. Teaching experience with the age range and/or subject(s) applying for.

Knowledge and skills:

The ability to effectively:

3. Create a stimulating and safe learning environment.
4. Establish and maintain a purposeful working atmosphere.
5. Plan, prepare and deliver the curriculum as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's/Trust's own policies.
6. Assess and record the progress of students' learning to inform next steps and monitor progress.
7. Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom.
8. Teach using a wide variety of strategies to maximise achievement for all children including those with special educational needs and high achievers and to meet differing learning styles.
9. Encourage children in developing self-esteem and respect for others.
10. Deploy a wide range of effective behaviour management strategies, successfully.
11. Communicate to a range of audiences (verbal, written, using ICT as appropriate).
12. Use ICT to advance students' learning, and use common ICT tools for their own and students' benefit.

Commitment:

Demonstrate a commitment to:

- a. equalities;
- b. promoting the school's/Trust's vision and ethos;
- c. high quality, stimulating learning environments;
- d. relating positively to and showing respect for all members of the school/Trust and wider community;
- e. ongoing relevant professional self-development;
- f. safeguarding and child protection.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.