


HOLLYFAST PRIMARY SCHOOL

LEADERSHIP OF LEARNING AND EXCELLENCE

JOB DESCRIPTION



	TLR2a Job description Leader of Learning and Excellence Specific Role to be confirmed.	
Responsible to Headteacher	Reviewed by	Last updated
<p>All teachers are subject to the conditions of employment set out annually in the School Teachers’ Pay and Conditions Document. (STPCD) This details the professional and particular duties required of teachers, together with the requirements for Management time, working time and guaranteed PPA. The school complies with these requirements in order to make reasonable demands of teachers. Reference should also be made to the National Professional Standards for Teachers, (2012) which articulates the expectations for teachers, supplemented by career stage expectations.</p>		
<p>Post Threshold teachers are required to demonstrate substantial and sustained achievements and contribution to the school. In addition, those teachers aspiring to progress from UPS2 to UPS3 or who hold a UPS3 post should demonstrate qualities that reflect the following guidance</p> <p>UPS3 teachers play a critical role in the life of the school. They provide a role model for teaching and learning, make a distinctive contribution to raising pupils’ standards and contribute effectively to the work of the wider team. They take advantage of appropriate opportunities for professional development and use outcomes effectively to improve pupils ‘learning’.</p>		
<p>Core purposes</p> <ul style="list-style-type: none"> To model, promote and reinforce the school’s vision, values and agreed actions and behaviours within the staff charter at all times- within the classroom, in conversations with colleagues and during meetings with SLT. To lead others to provide a high quality educational experience for all pupils To monitor, evaluate and further develop the quality of teaching and learning across the school, demonstrating both professional skill, and judgements in this area. To maintain and share excellent classroom practice, within your classroom and the classrooms of others To have a sustainable impact on educational progress beyond your assigned pupils. 		
<p>Modelling, promoting and reinforcing the school’s vision, values, and agreed actions and behaviours within the staff charter at all times- within the classroom, in conversations with colleagues and during meetings with SLT.</p> <p><i>The ‘Leader of Learning and Excellence’ will lead by example, modelling all of the school values and staff agreed actions and behaviours at all times- to all members of staff, including:</i></p> <ul style="list-style-type: none"> Treating everyone in your team equally and fairly Inspiring your team, supporting, encouraging and actively listening to them and all other staff in school Respecting differing views and responding positively to changes and whole school development Developing and maintaining high levels of trust with your team and senior leaders Sharing strengths and asking questions and seek support to reflect and develop Developing and maintaining a culture with a love of learning Using the school vision as part of ‘decision making’ and ‘information sharing’ within your phase. 		
<p>Leading others to provide a high quality educational experience for all pupils</p> <p><i>The ‘Leader of Learning and Excellence’ will:</i></p> <ul style="list-style-type: none"> Lead their subject/ team effectively so that the school’s expectations are communicated clearly. Ensure a clear and consistent communication channel between classroom staff and senior leaders. Ensure strengths are celebrated and next steps identified through monitoring are shared and re-visited. Support Senior Leaders in ensuring provision and systems within your area of leadership is consistent with whole school policies Co-ordinate transitions effectively so there is consistent progression and continuity Ensure pro-activeness in Extended Leadership team meetings Support senior leaders in monitoring and evaluating the impact of changes on school improvement and 		

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development

- Provide the leadership team with relevant subject development information and pupil performance information.
- Support the Assessment Leader in ensuring assessment procedures are carried out in line with statutory guidance and school procedures and to support with assessment analysis and next steps, where appropriate
- Contribute to programme of CPD and 'Professional Learning' opportunities
- Ensure consistent communications with all staff, ensuring communication with parents is clear
- Work effectively with the Senior Leadership team and be accountable for standards of teaching, learning and assessments within your area of leadership

Maintaining and sharing excellent classroom practice, within your classroom and the classrooms of others, having a sustainable impact on educational progress beyond your assigned pupils.

The 'Leader of Learning and Excellence' will:

- Monitor planning and curriculum coverage and learning outcomes
- Monitor routines, expectations, conduct and behaviour for learning
- Contribute to meeting school development priorities (SDP)
- Contribute to overall school self- evaluation
- Collaboratively plan and implement strategies where improvement needs are identified
- Support teachers with securing a strong quality of teaching and learning

Monitor, evaluating and further develop the quality of teaching and learning, demonstrating both professional skill, and judgements in this area.

The 'Leader of Learning and Excellence' will:

- Lead and co-ordinate all adults effectively, ensuring consistencies with timetabling, adult deployment and whole school policies
- Monitor teaching and learning in a variety of ways including: drop-ins, learning walks, book trawls, planning/resource scrutiny and pupil voice. Feedback to staff as appropriate and as guided by SLT.
- To work with the SLT to self-evaluate the school's performance including providing information for the SEF. Maintain personal expertise and share this with other teachers
- Act as a role model of good classroom practice for other teachers, modelling effective strategies to them.
- Implement strategies to improve teaching where needs are identified
- Induct, support and monitor new staff, as appropriate.

I have read and understood the job descriptive for my role as a 'Leader of Learning and Excellence'.

Name:

Signed:

Date:

AIM high, GROW within and REACH beyond the stars 