



## GREENWOOD ACADEMIES TRUST

### JOB SPECIFICATION Teaching and Learning Lead

The professional duties of all teachers (other than that of the Principal) are set out in the School Teachers' Pay and Conditions document (STPCD).

<b>Reporting directly to:</b>	Faculty Curriculum Leader/Senior Assistant Principal (Teaching & Learning)
<b>Core Purpose:</b>	<ul style="list-style-type: none"> <li>• Overall responsibility for the standard of teaching and learning in faculty</li> <li>• Raise attainment in faculty</li> <li>• Secure better learning and progress through improving the quality of teaching</li> </ul>
<b>Liaising with:</b>	<ul style="list-style-type: none"> <li>• Leader of Standards and Progress in the faculty</li> <li>• The other Teaching and Learning leaders across the Academy</li> <li>• Senior Assistant Principal Teaching and Learning</li> </ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To ensure teaching is consistently good across the faculty</li> <li>• To support creativity and individuality within learning and teaching</li> <li>• To share accountability for achieving the highest standards of student attainment and achievement of identified students</li> <li>• To support teachers across the curriculum to develop and enhance strategies for teaching; to support students in developing qualities which promote learning; to assist faculty teams in evaluating their provision for learners</li> <li>• Leading, developing and enhancing the teaching practice of others to overcome students' barriers to learning</li> <li>• Shared accountability for leading, managing and developing strategies to secure achievement of students across the curriculum</li> <li>• To submit reports and collate data to enable the Trust to monitor standards of teaching.</li> <li>• To contribute to professional learning of colleagues with regard to meeting the needs of students</li> </ul>
<b>Operational/strategic planning:</b>	<ul style="list-style-type: none"> <li>• To monitor and track the quality of teaching and learning within faculty</li> <li>• To support faculty Curriculum Leader and Standards and Progress Lead to monitor and track progress of pupils, behaviour and attendance within faculty</li> <li>• To develop and enhance teaching, learning and support systems for learners across the academy.</li> <li>• To assist in the implementation of school policies and procedures.</li> <li>• To work relentlessly in pursuit of this vision; to win confidence of stakeholders in systems for supporting learners and securing a calm learning environment for all students</li> <li>• To contribute to an annual faculty improvement plan and a self -evaluation as part of overall academy evaluation processes</li> </ul>
<b>Curriculum provision and development:</b>	<ul style="list-style-type: none"> <li>• To lead in development of inclusive practices, deploying team members to make best use of expertise</li> <li>• To keep up to date with national developments in faculty related practices and methodology</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels</li> </ul>
<b>Staffing Staff development: Recruitment/deployment of staff</b>	<ul style="list-style-type: none"> <li>• To work with team members to ensure staff development needs are identified and that appropriate programmes are designed to meet such needs</li> <li>• To contribute to performance management and to act as Team Leader for a group of staff with the faculty</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations</li> <li>• To ensure the effective, efficient deployment of support and teaching staff to secure the best outcomes for learners</li> </ul>

<b>Quality assurance</b>	<ul style="list-style-type: none"> <li>To ensure the effective operation of quality control systems including standardisation and moderation</li> <li>To assist in the process of the setting of targets within the team and work towards their achievement</li> <li>To contribute to the Academy's procedures for lesson observation, learning walks and work scrutiny</li> <li>To participate in the monitoring and evaluation of team members in line with agreed Academy procedures including evaluation against quality standards and performance criteria</li> </ul>
<b>Management information:</b>	<ul style="list-style-type: none"> <li>To ensure the maintenance of accurate and up to date information relating to the faculty</li> <li>To assist in the use of analysis and evaluation of performance data</li> <li>To assist in the production of reports on examination performance, including the use of progress data</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>To help ensure that all members of the faculty are familiar with its aims and objectives</li> <li>To ensure effective communication, as appropriate, with parents of students</li> <li>To liaise with partners schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies</li> </ul>
<b>Marketing and liaison:</b>	<ul style="list-style-type: none"> <li>To contribute to the Academy liaison and marketing activities e.g. the collection of material for press releases</li> <li>To contribute to the development of effective subject links with partner schools and the community</li> <li>Attendance where necessary at liaison events in partner schools and the effective promotion of the Academy at open days/evenings and other events in partner schools and the wider community</li> <li>To actively promote the development of effective links with external agencies</li> </ul>
<b>Management of resources:</b>	<ul style="list-style-type: none"> <li>To identify resource needs and to contribute to the efficient/effective use of physical resources, including allocation, control and account of finances</li> <li>To co-operate with other curriculum areas to ensure sharing and effective usage of resources to the benefit of the Academy and the students</li> </ul>
<b>Pastoral system:</b>	<ul style="list-style-type: none"> <li>To contribute to cross curricular work including PSHE, citizenship and enterprise education</li> <li>To be an excellent form tutor within the pastoral system</li> <li>To assist in the implementation of the behaviour management system so that effective learning can take place</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher</li> </ul>
<b>Learning outcomes:</b>	<ul style="list-style-type: none"> <li>To ensure students achieve sustained improvement in their subject knowledge, understanding and skills in relation to prior attainment</li> <li>To ensure students are well prepared for any tests and examinations</li> </ul>
<b>Additional duties:</b>	<ul style="list-style-type: none"> <li>Performance manage appropriate number of teaching and support staff within faculty</li> <li>Attend strategic and operational meetings of Academy leaders as and when required</li> </ul>
<b>Health and safety:</b>	<ul style="list-style-type: none"> <li>It is an employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.