



## JOB DESCRIPTION

<b>Job Title:</b>	Head of Teaching and Learning
<b>Responsible To:</b>	Assistant Head
<b>Location:</b>	Central Office, Aldgate East and visiting lessons offsite
<b>Salary:</b>	From £30,000

### **Summary of the role:**

This role is accountable for Teaching and Learning across the whole school. It ensures a high standard of teaching and learning is delivered throughout the school and will work with the SLT to shape the teaching and learning vision for TCW. A significant focus will be on the substantial training programme offered to staff, as well as ensuring we continue to offer high quality observations.

### **As the Head of the Teaching and Learning you will be responsible and accountable for leading the department and ensuring the following is achieved:**

01. The quality of teaching and learning across the school is of a high standard
  - a. Establish a robust observation programme
  - b. Ensure the programme of observations deadlines are fully met across the school
  - c. Monitor the consistency of observations by implementing internal and external moderation
  - d. Observe lessons
  - e. Ensure the quality of teaching and develop strategies to raise the teacher standards across the school
  - f. Ensure that equality of opportunity and recognition of diversity are promoted through teaching and learning
  - g. Working alongside the Head of Curriculum, ensure that teachers and other staff have high expectations of what students can achieve
  - h. Embed the school's marking policy to ensure that all teachers provide students with incisive feedback that shows them how to improve their work
  - i. Ensure that teacher subject knowledge is secure and is updated in line with new curriculum requirements
  - j. Work alongside the Head of Curriculum to ensure teachers are completing necessary formative and summative assessments
  
02. A robust and accredited training programme is delivered for all our teachers
  - a. Create, develop, organise and deliver our substantial training programme
  - b. Develop, maintain and deliver the new teacher induction training programme
  - c. Secure and administer external accreditation of the training offered
  - d. Oversee the scheduling, administering and attendance recording of training
  - e. Ensure absences from training are followed up, including the implementation of management letters or improvement plans where required
  - f. Oversee and organise learning walks and book scrutinies
  
03. Teachers are line managed in a way that ensures they are supported by the T&L team while being held to account for any areas of improvement
  - a. Line manage some assigned teachers and support the T&L Officers in their workload managing others
  - b. Ensure the teacher standards are kept up-to-date, consistent and accurate
  - c. Ensure concerns are clearly and transparently communicated to staff and the correct procedures are used consistently when capability or disciplinary concerns arise
  - d. Liaise with HR in regards to teacher concerns
  
04. Write a half-termly report reviewing the department's work for the Headteacher
05. Attend meetings and training as required

**Person Specification:****Essential**

- Qualifications: An honours degree or equivalent professional qualification and Qualified Teacher Status
- Experience of teaching and delivering high quality lessons
- Experience of working in Alternative Education
- An experienced and charismatic trainer able to engage staff
- Strong people management skills
- Experience of leading a team and knowledge of how to motivate, train, develop, appraise and manage staff
- Experience delivering a high standard of training to teachers
- A knowledge of current curriculums for all Key Stages, working with children with SEN/behavioural needs, pedagogy and safeguarding
- Accuracy and high levels of attention to detail
- The ability to work alongside SLT to deliver a unified message positively
- Ability to work alone and with initiative
- Excellent organisational and planning skills and ability to multi-task
- Adaptable and flexible approach to work
- Willing to embrace change and challenge processes to improve efficiency
- Able to manage workloads and prioritise efficiently when needed
- A team player who is able to develop effective relationships with the team and work in partnership with others
- Strong administration skills, excellent numeracy, written English and verbal communications skills
- Good I.T. knowledge of using Microsoft Office packages, Gmail, Google Drive, etc
- Personable, professional and courteous in manner
- A friendly, positive and proactive attitude to work even in stressful environments
- Able to be discreet and loyal and handle confidential material professionally

**Desirable**

- Experience of working in a creative environment or have a creative background
- Experience of working in a charity

The job description is not an exhaustive list and there may be times when the Chief Executive Officer or Headteacher will require certain tasks to be undertaken that may not be listed here. These will always fall within the policies and procedures of TCW and within the remit of what may be expected in your role. There will always be a discussion between all parties on whether the successful candidate feels they can manage these extra tasks.

**Extra information:**

This is a salaried full time position. This role is only expected to work in the office during term time with the exception of an additional 10 specified, out-of-term, office days (dates TBC in advance of the commencement of the school year or upon request). Official leave is 20 days per annum (to be taken out of school time) plus bank holidays, however the rest of the school holidays staff are only expected to work from home to the degree required to meet their duties though should be contactable as required. This role may also be entitled to up to 5 days unpaid term-time leave per annum, to be taken in blocks of no more than 2 days at the discretion of the Headteacher.

The working hours are based on 09.00-17.00 with a 30-minute lunch break weekdays (60-minutes when working to 6pm) with some planning, preparation, reports, admin and meetings taking place outside of these hours. TCW reserves the right to hold meetings, social events and performances after these hours, which you would be expected to attend. This includes weekly Tuesday and Thursday training sessions, which finish at 6.00pm, the TCW showcase and the Student Awards event, which finish at 8.00pm. Dates are provided at the beginning of every new academic year.

This role will be directly line managed by an Assistant Head. Performance reviews will happen at least once a term. It is expected that all successful candidates will follow the policies and procedures of TCW at all times and conduct themselves in a manner that is deemed acceptable and appropriate by the CEO of TCW in accordance with the staff handbook.

All teachers and members of management will be required to meet the Ofsted criteria of good and always aim for outstanding as depicted in the Ofsted guidelines. Staff will be required to attend extra, unpaid training if they do not meet the criteria for good.