



## **LEARNING & TEACHING LEADER**

**Responsible to:** Head of Department  
Senior leadership team  
Headteacher

**The learning and teaching leader will have responsibility for a key stage or curricular area within a department and lead on curriculum matters with aim that:**

1. All teachers plan, prepare and deliver lessons which provide pupils with the opportunity to achieve.
2. Schemes of work are planned collaboratively as agreed with the head of department.
3. High quality curriculum resources are produced and shared across the department.
4. Enrichment activities are created to enhance the learning experience of students.
5. There is effective differentiation of the curriculum to meet the needs of all learners.
6. Homework schemes are relevant and support learning and student progress.
7. Rigorous, accurate and regular assessments are in place, moderated and adhered to.
8. The administration and assessment requirements of the examining bodies are carried out with accuracy and efficiency.
9. Appropriate interventions are in place to ensure that all students make or exceed expected progress.
10. All staff are kept up to date with the developments of curriculum matters.
11. The curricular area is outward facing and draws on good practice at a national and local level, for example by attending local network meetings.
12. Colleagues are supported in all curriculum matters.
13. Colleagues are supported to ensure good and outstanding behaviour of students.
14. Teachers are held to account for their performance.

**To achieve these aims the learning and teaching leader will:**

1. Assist the head of department with performance management.
2. Fulfil the duties of a class teacher to a high standard in line with the school's vision.
3. Undertake duties as directed by the headteacher and commensurate with the level of responsibility of the post.
4. Ensure that the current teachers' pay and conditions are met.
5. Support the professional and personal development of colleagues.
6. Contribute to the establishment and monitoring of the departmental development plan and the self-evaluation form.
7. Lead or assist as required on the monitoring of the department.

8. Lead or assist as required on rigorous pupil tracking systems which identify pupil underachievement and development needs.
9. Lead or assist as required on establishing excellent behaviour for learning.
10. Adhere to the teachers standards.
11. Interact proactively with stakeholders.
12. Lead on a specific key stage or curricular area within the department.
13. Deputise for the head of department as required.

### **Examinations**

1. Define criteria for entry to forecast, record and monitor results.
2. Liaise with the examinations officer in relation to entry procedures.
3. Implement school policy on internal examinations including preparation and assessment.

### **Resources and Accommodation**

1. Establish and maintain through forward planning appropriate resources for the subject and curriculum areas.
2. Allocate resources and accommodation within the department to meet curriculum objectives.
3. Make arrangements for recording and checking of stock.
4. Lay down standards for the proper care of accommodation, furniture and equipment and to enhance the learning environment through the effective display of pupils' work and other materials.

### **Whole School Responsibility**

1. Represent the department on working parties as and when appropriate.
2. Foster and support extra-curricular activities in the interests of the school community.

### **Community Responsibilities**

1. Ensure effective dialogue with parents in accordance with school policies.
2. Work closely with partner primary schools and other institutions as necessary.
3. Liaise with external agencies and employers as necessary.

These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher, SLT link manager or HOD.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.