

## Head of Learning – SUBJECT

The Head of Learning is responsible for providing dynamic and strategic leadership to the department. This role involves supporting, holding accountable, developing, and leading a team of teachers and support staff to ensure the delivery of consistently high standards of teaching and learning, including innovative practice, and the promotion of the wellbeing of students and staff. The Head of Learning will contribute significantly to the academy's strategic development by implementing whole-academy initiatives, monitoring key outcomes, and driving departmental success to meet ambitious academic targets.

### Core Purpose

The Head of Learning provides clear, cohesive leadership and direction within the department, motivating teaching and support staff to develop and implement innovative strategies that enhance the quality of learning, teaching, and achievement. This role involves communicating a clear purpose and vision for the department, promoting the achievement of high standards through effective teaching, learning, preparation, evaluation, and action planning, and modelling the academy's vision and values. The Head of Learning is also responsible for implementing the Department Development Plan/Self-Evaluation Form to secure continuous improvement and quality outcomes for all students.

### Key Areas of Responsibility

#### 1. Strategic Leadership and Management

- Contribute to the strategic development of the academy by implementing whole-academy initiatives, monitoring and reporting on key outcomes, to ensure the department meets academic targets.
- Provide clear, cohesive leadership and direction in the department, and motivate teaching and supporting colleagues in developing innovative strategies to enhance the quality of learning, teaching, and achievement.
- Develop and review syllabuses, resources, schemes of work, marking policies, assessment, and teaching and learning strategies in the department.
- Oversee the day-to-day management, control, and operation of course provision within the department, including the effective deployment of staff and physical resources.
- Work with the SLT line manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.

## **2. Staff Leadership and Development**

- Line manage department staff, including carrying out performance reviews and acting as reviewer for a group of staff within the designated department.
- Participate in the interview process for teaching posts when required and ensure effective induction of new staff in line with academy procedures.
- Be responsible for the day-to-day management of staff within the designated department and act as a positive role model.
- Establish the process of target setting within the department and work towards their achievement.
- Ensure that all members of the department are familiar with departmental aims and objectives within the framework of the Academy Performance Agreement.

## **3. Curriculum Development and Implementation**

- Liaise with the SLT line manager to ensure the delivery of an appropriate, comprehensive, high-quality, and cost-effective curriculum programme that complements the Academy Development Plan.
- Be accountable for the development and delivery of the department's curriculum.
- Keep up to date with and respond to national developments in the subject area and teaching practice and methodology.
- Help devise, implement, and monitor schemes of work to ensure they focus on consistent and effective learning and teaching to produce progression for all.

## **4. Quality of Education and Standards**

- Promote the achievement of high standards through effective teaching and learning within subject area(s), preparation, evaluation and action planning.
- Analyse and interpret data on students' attainment and action plan accordingly, reviewing with teachers their assessments of progress for classes, groups, and individuals.
- Work to student targets and ensure that progress is tracked through a range of strategies.
- Maintain departmental monitoring with evidence of departmental data, targets and trends.
- Be aware of targets for raising attainment within the academy context.

## **5. Teaching and Learning Excellence**

- Champion best practice, demonstrating teaching skills and leadership qualities necessary to command respect, and encourage commitment to raising standards.
- Strive for outstanding lessons.
- Deliver interactive lessons with students.
- Provide high-quality assessment using formative and summative methods in conjunction with the academy's policy.
- Reflect on the success of teaching strategies, individual lessons and schemes of work in meeting the needs of students.
- Apply current guidelines on effective learning and teaching.
- Take part in coaching and mentoring programmes to support colleagues and develop own practice.

## **6. Student Support and Guidance**

- Supervise and monitor the progress of students in allocated classes.
- Perform the duties of a vertical advisor if required, including the provision of information, advice, and guidance for students.
- Be the first line of contact for parents' and carers' concerns with regard to their child's performance and wellbeing.

## **7. Resource Management and Wider Responsibilities**

- Support with the department resources and budget, and manage the available resources of staff, finance, space, and equipment efficiently within the limits, guidelines, and procedures laid down; including deploying the department budget.
- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the cover teacher/relevant staff to secure appropriate cover.
- Contribute to the strategic development of the academy by implementing whole academy new initiatives, monitoring and reporting on key outcomes, to ensure the department meets academic targets.
- Contribute to the effective overall running of the academy.
- Participate in the appropriate meetings with colleagues and parents.
- Participate in performance management arrangements.

## **8. Academy Ethos and Values**

- Model the vision and values of the academy.
- Promote the aims, values, and ethos of the academy and uphold academy rules.
- Support the ethos of the academy and enforce the academy's behavioural and uniform policies.
- Recognise, promote, and celebrate diversity.
- Coordinate displays with regard to events, opportunities, and work which promote the department and academy.

## **9. External Collaboration and Development**

- Liaise with partner schools, higher education, industry, examination boards, awarding bodies, and other relevant external bodies.
- Represent the department's views and interests.
- Develop communications and training with staff in Department methodology.
- Provide means of gathering information for Self Evaluation: Student Voice, questionnaires, viewpoints of stakeholders, and use opportunities for co-construction of the curriculum.
- Take responsibility for coordination, planning, and execution of training and development days.

## Person Specification – Head of Learning

This section outlines the essential and desirable attributes expected for the role of Head of Learning.

### Qualifications and Training

#### Essential:

- 'O' Level/GCSE A–C pass grade/new grade Level 4–9 in English and Mathematics.
- Bachelor's degree in a relevant subject (ideally, 2:2 or better).
- DFE recognised Qualified Teacher Status.

#### Desirable:

- Management training.
- Evidence of continuing professional development.
- Knowledge of the International Baccalaureate (if applicable to the Academy).

### Knowledge and Understanding

#### Essential:

- Knowledge of current curriculum developments in the subject and their implications.
- Good knowledge and understanding of current educational thinking.
- Good understanding of how children learn and how to raise standards of achievement.

#### Desirable:

- Knowledge of the International Baccalaureate (if applicable to the Academy).

### Experience

#### Essential:

- Successful teaching of GCSE at a good or outstanding level.
- Initiation and effective management of change.
- Evidence of raising achievement in present post and showing good value added for groups.

#### Desirable:

- Ability to teach KS5.

# Leadership and Management

## Essential:

- Evidence of good classroom management skills.
- Evidence of leading a team.
- Ability to develop and inspire learning within the Subject Area to ensure progress.

## Desirable:

- Experience of working with governors.

# Skills and Abilities

## Essential:

- Ability to lead, manage, and inspire a team of teachers and support staff.
- Excellent communication and interpersonal skills to build strong relationships with students, staff, parents, and external partners.
- Exceptional organisational and time management skills, with the ability to prioritise tasks, meet deadlines, and manage workload efficiently.
- Strong analytical and problem-solving skills, with the ability to use data to inform decision-making and drive departmental improvement.
- Ability to think strategically and contribute to the development of academy-wide policies and initiatives.
- Ability to manage budgets and resources effectively to maximise the impact on teaching and learning.
- Proficiency in using ICT to enhance learning and teaching within the department.

## Desirable:

- Ability to develop and implement innovative curriculum initiatives.
- Ability to build strong partnerships with external organisations.
- Ability to manage change effectively and lead departmental improvement.

## Personal Qualities

The Head of Learning will be a **dynamic** and **proactive** leader, driven by a passion for education and a commitment to making a significant difference in the lives of young people. They will possess **emotional maturity** and **resilience** in dealing with challenging situations, demonstrating a **collaborative approach** and dedication to fostering a positive and supportive working environment. **A strong work ethic**, a **commitment to excellence**, and a **desire to create a safe and protective environment** for both students and staff are essential. The Head of Learning will be **approachable**, **reflective**, and **open to feedback**, with a genuine commitment to the well-being and success of all students and staff, and will consistently model the academy's vision and values, **promoting equality of opportunity**, **celebrating diversity**, and safeguarding the welfare of all.

## Safeguarding of Students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education](#) document ([Department of Education](#)).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

