



The Cathedral School of St Mary

Job Description

Head of Learning

Reporting to: The Executive Headteacher

Main Base: The Cathedral School of St Mary

Salary: Leadership 2-8 dependent on experience

This post operates within the School Teacher's Pay and Conditions of Employment

The Head of Learning is an appointment with responsibility for a specific school but the post holder will work as part of the Senior Leadership Team across both schools and will attend collaboration meetings to discuss the progress in their specific school and the development of collaboration policies.

Responsibilities:

- To work with the Executive Headteacher in sharing the vision and setting the strategic planning, development and promotion of the Federation
- To uphold and promote the distinctive nature of our Catholic school and ensure that the school's Mission Statement
- To provide leadership at the highest level for all aspects of school life
- To attend full Governing Body meetings and committees where appropriate or required
- To be responsible for the day to day running of The Cathedral School on an operational level including timetabling, monitoring, attendance, behaviour, PPA and supply cover
- To regularly brief and consult the Executive Headteacher on the day to day running of The Cathedral School

- To have an over view of the curriculum in the school, including promoting the development of teaching and learning and the development of schemes of work, teaching materials, methods of teaching and assessment
- To teach up to two days a week
- To regularly monitor the quality of teaching and learning in The Cathedral School and use the monitoring information to help set the direction of future plans
- To ensure a continuous and consistent school-wide focus on pupil achievement and progress
- To establish creative, responsive and effective approaches to learning and teaching, promote improvement strategies and challenge underperformance at all levels
- To provide guidance and advice to pupils and their parents on educational matters
- To be responsible for tracking pupil progress, setting high expectations and ensuring that all pupils have the opportunity to achieve their potential
- To ensure all statutory requirements for assessment, recording and reporting are met
- To represent the Executive Headteacher in meetings within the collaboration and with external agencies
- Alongside the Executive Head to be responsible for performance management, appraisal and assessment of staff and ensure all staff have access to quality CPD
- To be responsible for the organisation of CPD in The Cathedral School ensuring that the sessions are linked to the school plan and involve professional development opportunities for all staff, including opportunities for cross collaboration learning.
- To assist the Executive Headteacher in the selection and appointment of staff
- To undertake administrative and organisational tasks related to the duties described, including the direction of support staff
- To provide information on the performance of The Cathedral School to the Executive Headteacher

- To work with the Executive Headteacher to secure progress on actions contained within the OFSTED report and the School Development Plan
- To have responsibility and commitment for safeguarding and promoting the welfare of pupils within the school, and that absence is regularly monitored and issues addressed.
- To support the school in meeting any legal requirements for the curriculum
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- To undertake any other duties as required by the Executive Headteacher and the Governing Body.

Personal Style and Behaviour

- An inclusive team leader who fosters partnerships and works collaboratively across boundaries and achieves results with others.
- Personal and professional demeanour, credibility and presence.
- The ability to reflect upon and conduct all actions pertaining to the role in a positive, sensitive and appropriate manner at all times

This job description is subject to an annual review and may be changed or modified after consultation.

Signed: *Mr Paul Cotter* (Executive Headteacher) Date

'Nurturing today's minds for tomorrow's future always remembering God made me as I am'

