**GOSFORTH ACADEMY**

**JOB DESCRIPTION**

**POST TITLE:**  Director of Main School

**PAYSCALE:** Leadership Spine (L16-L20)

**RESPONSIBLE TO:** Principal

**RESPONSIBLE FOR:** Heads of Year (Associate Leaders in Y9, Y10 and Y11)

 Nominated Leaders of Teaching and Learning/Assistant Directors

**JOB PURPOSE:** To be accountable for learner achievement by effectively leading and developing pastoral care and behaviour systems. Praise Code in Main School Y9-11.

**The post title an salary range will be subject to the review of Senior Leadership Team roles**

**MAIN RESPONSIBILITIES:**

The following list is typical of the level of duties which the postholder could be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

**Generic Lead Teaching and Learning Responsibilities**

1 Lead learning by developing and implementing assessment strategies, data analysis and appropriate intervention programmes to ensure that identified standards of learner achievement are met.

2 Lead, develop and enhance the teaching and student development practice of others through monitoring/evaluation and promoting improvement strategies to secure effective teaching and learning and management of learners.

3 Lead, manage and develop the provision of programmes/activities that match learner aspirations and potential and achieve excellence for learners ensuring student development across the curriculum.

4 Line and performance manage a team of staff, including contributing to the effective recruitment and development of its members in order that the team’s objectives are achieved.

5 Facilitate an ethos which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.

6 Ensure that Health and Safety policies and practices, including Risk Assessments, are carried out in-line with national & local requirements.

7 Contribute to the quality assurance of reporting to parents on

 student progress in accordance with the school’s overall

 systems

8 Conribute to whole school SEF and Development Plan and Main School Development Plan.

9 Secure effective liaison with feeder schools and outside agencies.

**Generic Responsibilities**

10 Create and manage a learning environment and achieve a supportive culture and behaviour management strategy which enable learners to achieve their potential.

11 Contribute to the monitoring and development of subject specialism(s) to ensure suitable opportunities are provided for learner aspirations to be met.

12 Plan effectively in the short-, medium- and long-term and prepare lessons to ensure coverage of the curriculum and the differentiated needs of learners are met.

13 Apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved.

14 Assess, record and report on the development and progress of learners, develop and maintain Individual Learning Plans for a group of students and analyse relevant data to promote the highest possible aspirations for learners, targeting expectations and actions to raise learners’ achievements.

15 Demonstrate ongoing development and application of phase knowledge to enrich the learning experience within and beyond the teacher’s assigned groups of learners.

1. Work collaboratively within and beyond the classroom with support

 staff (including directing their day-to-day work), teachers, other

 professionals, parents, agencies and communities, to enhance teaching

 and learning and promote the positive contribution and well-being of

 learners.

17 Lead the development and application of priorities, policies and activities in order to enable the achievement of the whole school aims.

18 Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

1. Contribute to the development of the Praise, PSHCE and Assembly programme

**Specific Responsibilities:**

1. Take a lead in creating and maintaining a learning ethos within the Academy with the support of the Pastoral Management Group.
2. Manage admissions and enrolment to Year 9 – Year 11
3. Support the KS4 options system with the Senior Lead Curriculum and contribute to Curriculum Development.
4. Lead and develop discipline and reward systems (Praise Code) and Student Development provision in Year 9-11.
5. Lead the development of personalised learning approaches in Year 9-11
6. Support intervention strategies to address underachievement both whole school and specifically for Pupil Premium students.

26 Take responsibility for implementing negotiated elements of the School
 Development Plan.

27 Work as a full member of the Leadership Team

28 Lead and manage provision for mental health

29 Act as the Designated Safeguarding Lead alongside a team of DSLS

30 Manage and monitor attendance across Y9 -11 with the Attendance Manager

31 Support and deputise for the Principal

Signed:

Date: