



## Job Description

### Director of Learning for Key Stage 4

#### Purpose of Post:

To work with the SLT and Director of Learning for Key Stage 3 to ensure the welfare and progress of students in their learning and personal development.

#### Accountable to:

The person appointed will work with SLT, directly line managed by an Assistant Head Teacher.

#### Responsibilities:

- Support the attendance office in maintaining high levels of attendance and punctuality, and working to improve it
- Be the first point of contact for students and families when personal matters affect learning
- Work with agencies in school and beyond to support students and their families
- Work with SLT to continue to promote and embed the school ethos
- Maintain school records on attendance, progress, interventions and communications for evaluation, accountability and statutory purposes
- Work within school systems on safeguarding and communication to inform SLT and the wider staff about issues affecting students' progress and wellbeing.
- Develop a strategic view for the Key Stage
- Be accountable for the monitoring of curriculum and pastoral provision for students in the Key Stage
- Track the progress and achievements of students through the Key Stage, promoting high expectations and ensuring that learners achieve the best they can in all subjects
- Ensure that strategies are in place to maximise achievement and address underachievement
- Lead, manage, motivate and develop the team of Key Stage tutors
- Inspire and challenge every student, enabling them to make excellent progress
- communicate, enthuse and empower staff and implement ideas, and provide an outstanding experience for KS4 students
- Attend outside agency meetings and provide detailed reports back to senior staff in school.

### Standard Duties:

- Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.
- Uphold and promote the values and ethos of the school.
- Uphold all policies procedures and codes of practice of the school.
- Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.
- Participate in workplace learning and development opportunities and work to continually improve own and team performance.
- Undertake such other duties of a similar nature as the Headteacher may reasonably require.

*Rugby Free Secondary School is part of The Learning Today, Leading Tomorrow Trust (LT2) and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*