



# HARRODIAN

## JOB DESCRIPTION

### HEAD OF TEACHING AND LEARNING (Lower School - Reception to Year 6)

**Reporting to: Head of Prep (Lower) and the Headteacher**

#### **Job Purpose**

The Head of Teaching and Learning (Lower School – Reception to Year 6) will be responsible for leading the strategic development and academic management and administration of teaching and learning across the Lower School. They will ensure that the teaching and learning components of the curricula are delivered to the highest standards, enabling pupils within the Lower School to fulfil their academic potential. They will oversee the monitoring of pupil progress through the management of baseline testing as applicable, pupil tracking, reporting and assessment, including the analysis of associated data, and will lead strategies in response to CAT4 and PASS data analysis in the Lower School. The post-holder will work collaboratively with the Head of Prep (Lower) and Head of Pre-Prep in shaping the strategic vision, strategy and culture for teaching and learning within the Lower School. The post-holder will work closely with the Head of Teaching and Learning (Upper School - Years 7 to 13) and Head of Curriculum and Assessment (Upper School) in order to clearly understand each other's roles within the School's vision for education provision and progression and to provide consistency and continuity of education.

Subject to potential to join the Senior Leadership Team, the post holder will be invited to join the SLT at an appropriate time.

#### **In addition to Teacher duties, the key responsibilities of this position are to:**

- Ensure that curriculum plans and schemes of work deliver a balanced, exciting and engaging curriculum whilst meeting current Ofsted criteria in terms of intent, implementation and impact;
- Keep abreast of all matters and developments relating to the Lower School curriculum, in consultation with the relevant Key Stage Subject Leads;
- Work closely with Lower School Key Stage Subject Leads and Heads of Department to identify areas where teaching and learning require improvement and development;
- Identifying the priorities that will lead to improvements in teaching and learning achievement for each pupil, each subject and overall Lower School performance, implement strategic plans to address these areas;
- Manage a programme of lesson observation and feedback provision across the Lower School that will lead to improved teaching standards;
- Utilise lesson observation feedback to provide teachers in the Lower School with regular and relevant CPD that will lead to improved teaching and learning in the classroom;
- Be a primary contact for teachers in the Lower School who request support and guidance with regard to the quality and improvement of their teaching and their professional development;
- Oversee the ECT training programme in the Lower School;
- Manage and monitor the probationary process for new staff and new role appointees within the Lower School, ensuring clear objectives, regular performance reviews and timely feedback to support successful integration;
- Oversee the training of new staff to the Lower School using a series of Twilight sessions during the Autumn Term;
- Coordinate the production of yearly Departmental Reviews;
- Be present in the Department and Target Review meetings that take place in the Autumn and Spring Terms;
- Provide SLT with regular reports on the quality of teaching, learning, assessment and monitoring within the Lower School;

- Work with the Headteacher, Heads of School and Subject Leads within the Lower School to ensure that teacher allocations are available for use by the Timetabling Officer when creating the timetable for the next academic year;
- Work with the external Timetabling Administrator to produce a reactive timetable of Duties; monitor these with the Cover Coordinator and Attendance Officer;
- Work with the Cover Coordinator to ensure that teacher absences are covered adequately and appropriately;
- Work with the external Timetabling Administrator to ensure that curriculum handbooks are updated each year and uploaded onto the school website;
- Work with Heads of School, Heads of Department, Heads of Year, Data Manager and other key staff to ensure that the yearly cycle of reporting and parent evenings within the Lower School are agreed and distributed to parents;
- Monitor and develop assessment and reporting policies and strategies that are appropriate to apply in the Lower School and link closely with those systems that are used for Key Stages 3, 4 and 5; ensure that these are beneficial and effective, whether written or verbal; discuss content, timing and philosophy with SLT;
- Coordinate the collection, efficient input and updating of pupil progress data (CAT4);
- Provide the relevant Key Stage Subject Leads for core subjects, i.e. English, Maths and Science, with the data analysis necessary for the evaluation of Schemes of Work in order to facilitate development, challenge, continuity and consistency;
- Make use of PASS assessments and data to inform staff of a pupil's emotional needs and to provide staff with intervention tools at an individual, class or year group level;
- Work with the Learning Enrichment Department to track the achievement and progress of different groups of pupils: SEND, EAL, etc;
- Work with the Data Manager to ensure that appropriate and well-maintained systems for the tracking and monitoring pupil achievement and progress are in place and that this information is shared with staff, pupils and parents as appropriate;
- Work with the Data Manager to ensure that appropriate and well-maintained systems for target setting that reflect pupils' strengths, weaknesses and underachievement within the curriculum are in place and that this information is shared with staff, pupils and parents as appropriate;
- Liaise with the Examinations Officer and relevant Exams Concession Officer with regard to examination access arrangements for those Lower School pupils with identified needs;
- Oversee any Lower School internal examinations and interim assessments in conjunction with the Heads of School, Heads of Year and Heads of Department;
- Work closely with the Head of Prep (Lower), Heads of Year and Subject Leads within the Lower School to ensure that the organisation and invigilation of internal examinations run smoothly;
- Liaise with the Data Manager to provide analysis of internal examination results for the Lower School.

**General:**

This job description should be regarded as enabling rather than prescriptive. It will be subject to regular review as the needs of the School evolve. It may be subject to modification at any time after consultation with the post holder. This list of duties is non-exhaustive and you may be required to undertake other reasonable and comparable duties as the Headteacher and Senior Leadership Team may require from time to time.