

WALBOTTLE CAMPUS

DIRECTORATE:	Education and Libraries
SCHOOL:	Walbottle Campus
POST TITLE:	DIRECTOR OF SCHOOL KS3
SCALE:	Leadership Scale pts 9-13
RESPONSIBLE TO:	Head Teacher
RESPONSIBLE FOR:	<p>To provide strategic leadership for learning within Transition at Key Stage 2 throughout Key Stage 3 incorporating delivery of high quality learning, teaching and support taking into account the diverse needs of all students to ensure a personalised learning programme to meet their needs:</p> <ul style="list-style-type: none"> • Leading strategic thinking: with specific reference to Transition at KS2 and throughout KS3. • Leading learning & teaching: especially in the area of Transition at KS2 and throughout KS3 to ensure all students receive an appropriate curriculum including monitoring the use of data and assessment strategies to measure student progress. • Leading staff development: especially in the area of KS3 to impact on the teaching practices of others, through outstanding practice, review, staff development, performance and leading of teams. • Leading the organisation: curriculum development particularly at KS3 including accountability for review, planning, managing change and development of self-evaluation.
JOB PURPOSE:	Leadership Team: a strategic role to develop successful outcomes for all students through innovative and creative leadership, curriculum and support.

Main Duties of Post: The following list is typical of the level of duties, which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be requested by the Head Teacher in line with the Teachers Pay & Conditions document.

Leading strategic thinking:

- To research, develop and lead on the delivery of up to date initiatives which embrace local, national and global educational trends.
- To lead, contribute to, develop and implement the whole school vision in order to motivate, challenge and empower others.
- To set outstanding standards and expectations of self, staff and students and to actively promote a positive school ethos in order to ensure all students reach aspirational targets.
- To lead the whole school and advise/inform Governors about all matters of Transition at Key Stage 2 and developments throughout Key Stage 3.

Leading learning & teaching:

- To research, promote and disseminate strategies for raising achievement and achieving excellence.
- To research, promote, implement and evaluate the use of new technologies for teaching.
- To lead, deliver and monitor outstanding teaching and learning strategies to ensure that students identified within Transition at Key Stage 2 throughout Key Stage 3 are appropriately supported.
- To lead on innovative curriculum design and organisational structures for effective learning within Transition at Key Stage 2 and throughout Key Stage 3.

- To lead and manage the Key Stage 3 team of teachers and support staff as designated within the school structure to ensure good outcomes in line with their expected targets for all students identified as part of the KS3 cohort.
- To lead and manage the provision and interventions for individual student needs within KS3 including regular reviews as required and appropriate feedback.
- To provide support and guidance on the use of data to ensure Heads of Department have appropriate individual learning targets for students within the KS3 cohort.
- To advise on the implementation of whole school policies of Assessment for Learning and Leading in Learning for students within the KS3 cohort.
- To manage the KS3 budget with integrity in order to maximise learning.
- To ensure under the direction and guidance of the Deputy Head Teacher that KS3 provision mapping is completed to ensure statutory requirements are met.
- To be the lead professional for all matters relating to Transition at KS2 and throughout KS3.

Leading staff development and working with others:

- To support, monitor, evaluate and improve aspects of school life including the quality of teaching and learning within allocated departments, continuing professional development of staff, dissemination of good practice and challenging poor performance where it occurs.
- To lead and direct the work of the appropriate Learning and Achievement Managers and Year Coordinators.
- To lead whole school staff development and training in aspects of Teaching and Learning particularly in relation to Transition at Key Stage 2 and throughout Key Stage 3, as appropriate.
- To lead collaborative team working, develop effective working relationships and strategies to manage conflict.
- To develop and promote excellent communication and working practices with parents.
- To collaborate with, co-ordinate and network with multi-agencies including representing the school, as required in liaison with the Deputy Head teacher.
- To lead and support staff in the implementation of the school behaviour policy.

Leading the organisation:

- To lead policy creation and the implementation of change for Transition at KS2 and throughout KS3 in line with local, national and international developments.
- To contribute to financial planning, personnel and resource management as required.
- To contribute to the leadership and management of the daily organisation of the school, in particular at KS3, including supervision of the premises as required.
- To lead, model, monitor and ensure good discipline and standards of behaviour both in lessons and around the school.
- To lead in the development, monitoring and setting of individual and team accountability and aspirational targets for student learning outcomes.
- To lead and demonstrate a commitment to the spiritual, moral, social, emotional and cultural development of students in line with the school ethos.
- To develop, promote and review strategies for self evaluation and accountability.
- To lead the school's commitment to Transition at KS2 and throughout KS3 including managing and monitoring the school's response.
- To contribute to the monitoring of the consistent application of whole school policies and teacher professional standards by staff.