**JOB DESCRIPTION**

***Job Title:*** Director Learning- Jewish Studies – Girls’ School

***Responsible to:*** Head of Girls’ School

Menahel

***Responsible for:*** Teachers of Jewish Studies –Girls’ School - and all other relevant personnel

***Liaising with:*** Head of Girls’ School & Menahel

Executive Leadership Team

Senior Leadership Team

Student Support Services

Relevant staff with cross-school responsibilities Relevant non-teaching support staff

Jewish organisations

Governors

Parents

***Working Time:*** 195 days per year. Full time

***Disclosure Level:*** Enhanced

***Duties:*** The School Teachers' Pay and Conditions Document (Part XI) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

***Salary: TLR 1B***

**Core Purpose of the Director of Learning of Jewish Studies – Girls’ School**

* To lead, manage and develop all aspects of Jewish Studies at the Girls’ School for Y7-11 and to liaise with the Head of the Midrasha.
* To be accountable for the progress and development of students within all subjects of the Jewish Studies curriculum
* To develop and enhance the teaching practice and performance of all teaching staff within Jewish Studies at the Girls’ School
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for all students, in accordance with the aims and ethos of the school and the curricular policies determined by the Governing Body and the Executive Leadership Team.
* To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
* To teach various classes in lower school Jewish Studies.
* To review and evaluate the work of the department and prepare and implement department improvement plans as part of the whole school programme.
* To be a member of the Girls’ School Senior Standards Team and carry out all duties in accordance with the requirements of the Head of Girls’ School.

## Main Duties

**1. Operational/ Strategic Planning**

* 1. To lead the development of appropriate syllabuses, resources, schemes of work, lesson plans, marking policies, assessment and teaching and learning strategies in the department.
  2. To supervise and monitor the work of the subject leaders within the Jewish studies Learning Area (Girls’ School).
  3. To monitor actively and follow up student progress
  4. To implement School Policies and Procedures
  5. To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
  6. To liaise and collaborate where appropriate with the Director of Learning in the Boys’ school.
  7. To lead and manage the business planning function of Jewish Studies and to ensure that the planning activities of the department reflect the needs of students within the subject area, SIP/DIP and the aims and objectives of the School.
  8. To foster and oversee the application of I.C.T. in the subject areas, including the development of materials for on-line learning as well as other emerging technologies.
  9. To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.

**2. Curriculum Provision**

2.1 To liaise with the Executive Leadership Team and governors to ensure the

delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.

2.2 To be accountable for the development and delivery of the subjects in the Jewish Studies Learning Area.

1. **Curriculum Development**

3.1 To lead curriculum development for all aspects of the Jewish Studies curriculum at the Girls’ School.

3.2 To keep up to date with international and national developments in the subject areas and teaching practice and methodology.

3.3 To actively monitor and respond to curriculum development and initiatives at national, regional and local levels including the Secondary School Strategy and Assessment for Learning,

**4. Staffing**

4.1 To work with the Senior Leadership Team to ensure that staff development needs in Jewish Studies are identified and that appropriate programmes are designed to meet such needs.

4.2 To be responsible for the efficient and effective deployment of the subjects’ technicians/support staff.

4.3 To undertake Performance Management Review(s) and to act as reviewer for the Assistant Heads of Jewish Studies.

4.4 To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover work within the relevant subject and liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the subject area

4.5 To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.

4.6 To promote teamwork and to motivate staff to ensure effective working relations.

4.7 To participate in the school’s ITT programme where required.

4.8 To be responsible for the day-to-day management of staff in the department and act as a positive role model.

**5. Quality Assurance**

5.1 To ensure the effective operation of quality control systems.

5.2 To establish the process of the setting of targets within the subjects and to work towards their achievement.

5.3 To establish common standards of practice in Jewish Studies and develop the effectiveness of learning and teaching styles in all subject areas within Jewish Studies.

5.4 To contribute to the school procedures for lesson observation.

5.5 To implement school quality procedures and to ensure adherence to those within Jewish Studies.

5.6 To monitor and evaluate the work of the department with agreed School procedures including evaluation against quality standards and performance criteria.

5.7 To seek/implement modification and improvement where required.

5.8 To ensure that the department’s quality procedures meet the requirements of Self Evaluation and School Improvement Plan.

5.9 To undertake constant review of the quality and impact of teaching and professional development

**6. Management Information**

6.1 To ensure the maintenance of accurate and up-to-date information concerning all aspects of Jewish Studies on the management information system.

6.2 To make use of analysis and evaluate performance data provided.

6.3 To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.

6.4 To produce reports within the quality assurance cycle for the department.

6.5 In conjunction with the relevant member of the school’s Senior Leadership Team, to manage the department’s collection of data.

6.6 To provide the Governing Body with relevant information relating to the department’s performance and development including attendance at all Jewish Studies Committee meetings and a written annual report.

1. **Communications**

7.1 To ensure that all members of the department are familiar with its aims and objectives and those of the school.

7.2 To ensure effective communication/consultation as appropriate with the parents of students.

7.3 To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies, Seminaries and other relevant external bodies.

7.4 To represent the department’s views and interests.

7.5 To ensure that all aspects of the school’s web site associated with the department are up to date and relevant.

7.6 To chair meetings of the department in accordance with the school’s published meetings cycle.

1. **Marketing and Liaison**

8.1 To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases, parents’ news letters and meetings with prospective parents.

8.2 To lead the development of effective department links with feeder schools and the community, attendance where necessary at liaison events in feeder schools and the effective promotion of Jewish Studies at Open Days/Evenings and other events.

8.3 To promote actively the development of effective links with external agencies.

1. **Management of Resources:**

9.1 To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

9.2 To work with the Executive and Senior Leadership Team in order to ensure that the department’s teaching commitments are effectively and efficiently time-tabled and roomed.

1. **Pastoral System**

10.1 To monitor and support the overall progress and development of students within their Jewish Studies.

10.2 To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.

10.3 To ensure the Behaviour Management system is implemented in the subject areas department so that effective learning can take place.

1. **Teaching**

To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

11.1 To teach, students according to their educational needs, including the setting and marking of all classwork and coursework carried out by students in school and

elsewhere.

11.2 To assess, record and report on the attendance, progress, development and

attainment of students and to keep such records as are required.

11.3 To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.

11.4 To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are

reflected in the teaching/learning experience of students.

11.5 To undertake a designated programme of teaching.

11.6 To ensure a high quality learning experience for students which meets internal and external quality standards.

11.7 To prepare and update subject materials.

11.8 To use a variety of delivery methods which will stimulate learning appropriate to

student needs in Jewish Studies.

11.9 To maintain good discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and

homework.

11.10 To undertake assessment of students as requested by external examination bodies, Learning Areas and school procedures.

11.11 To mark, grade and give written/verbal and diagnostic feedback as required.

**12. Personal Responsibilities**

12.1 To play a full part in the life of the school and its community, to support its distinctive ethos and to encourage staff and students to follow this example.

12.2 To actively promote school policies and procedures.

12.3 To be responsible for your own continued professional development.

12.4 To comply with the school’s Health & Safety policy and undertake risk assessments as appropriate.

12.5 To be courteous to colleagues, visitors and telephone callers and provide a

welcoming environment.

12.6 To undertake duties before school, at break, at the end of the lunch period and after school on a rota basis.

12.8 To attend calendared meetings punctually.

12.9 To set cover work during leave of absence.

12.10 To take personal responsibility to safeguard and promote the welfare of children and young people.

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the CEO.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Date of Issue: June 2021**

**A McClusky**

**CEO**