

# THE UNICORN SCHOOL

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## Director of Teaching & Learning Job Description

**Appointed by:** The Headteacher

**Reporting to:** The Headteacher

The Director of Teaching and Learning (DoT/L) is a key member of the Senior Management Team (SMT), reporting directly to the Headteacher and working closely with members of SMT, Heads of Department and the rest of the staff.

### Main Responsibilities

The main role is to monitor, evaluate and develop the curriculum, the teaching, the reporting and recording procedures and the assessment practices of the school.

### Salary

The Unicorn School has its own salary scale, which is above the state system scale and the final salary will be commensurate with experience.

### The post holder will

- Share good practice with colleagues, leading by example and promoting high standards in the delivery of the curriculum
- Be proactive and interested in keeping the school up-to-date on the latest educational issues by attending courses and conferences as appropriate
- Keep abreast of educational developments in the independent and state systems and possess a thorough and up-to-date working knowledge of ISI / OFSTED requirements
- Possess a thorough and up to date working knowledge of the SEN Code of Practise and/or previous experience of teaching SEN children
- Provide and promote academic liaison between the KS2/3 and KS4 departments of the school
- Be fully involved with the life of the school both inside and outside the classroom

### Monitoring, Evaluation and the Development of Teaching and Learning

The role requires the post holder to

- Be responsible for Teaching and Learning from Year 3 to Year 11 and for monitoring the quality of Teaching and Learning in the school, through a systematic programme

The Unicorn School for the Dyslexic Child  
Registered Charity No. 1070807  
Company Registration No. 03588494  
Head Teacher: Andrew Day BEd (Hons)



of lesson observations, staff and pupil interviews and the examination of children's work

- Work closely with Heads of KS2/3 and 4 to ensure they observe and monitor the quality of teaching and learning in their own departments; produce and maintain comprehensive and up to date Departmental Handbooks and Schemes of Work, and ensure that all such documentation is stored in the agreed format on the school's network, offering support and guidance as needed
- Ensure the year group Curriculum Handbooks are ready to circulate to parents on the first day of each term
- Encourage high teaching standards and to act as a role model to colleagues, in and out of the classroom
- Monitor and support the SENCO and the Learning Support staff throughout the school
- Set agendas for, chair and distribute minutes of Heads of Department and other academic meetings
- Write and implement all academic policies, including Teaching and Learning, Curriculum, Assessment, Marking, and Able & Talented and to be responsible for the academic sections of the Parents' Handbook
- Act as the induction tutor to new staff/NQTs/PGCE students as necessary together with other senior members of staff
- Devise and implement the school's provision for Able & Talented pupils
- Ensure that new staff are provided with appropriate academic documentation and information and to be responsible for the induction and mentoring of academic staff

## **Curriculum and Assessment**

The role requires the post holder to

- Be responsible for Assessment throughout the whole school
- Manage the administration of standardised assessment tests across the whole school
- Record and store assessment results appropriately so information can be shared
- Feed data back to SMT and Governors, so that an overview of pupils' attainment and potential can be obtained
- Monitor and track the progress of individual children
- Oversee the academic reporting system within the school, reviewing effort and attainment grades and providing relevant data to staff for discussion regarding pupils' progress
- Liaise with the Head and SENCO over the assessment of new children
- Develop the staff's use of the School Management System (WCBS PASS) for academic purposes, especially the tracking of pupils' assessments

- Work with the Examinations Officer
- Oversee and organise examination programmes and exam timetables/invigilation rotas, in conjunction with the Examinations Officer
- Support the Headteacher in keeping parents informed of school policy, the curriculum and other matters of importance
- Ensure that the academic side of the school is prepared properly for Inspection by ISI/OFSTED

### **Other areas of responsibility for the post holder**

- Work in partnership with the Headmaster and other members of the SMT sharing the overall management of the School and take a fair and appropriate share of duties
- Prepare and present a termly report for the Governors Education Committee
- Assist the SMT in deciding appropriate whole school INSET
- Teach across the school as appropriate and write the required reports
- Assist in the appraisal of staff as necessary
- Liaise with parents over educational matters as appropriate
- Ensure that areas of the website relating to academic matters are regularly updated
- Be closely involved in the appointment of new staff
- Perform any other task reasonably requested by the Headteacher

This Job Description may be adapted to best fit the skills of the appointed candidate. Over time, the job description may be modified through consultation between the post holder and the Headmaster.

At The Unicorn School, we recognise that every individual is responsible for promoting and safeguarding the welfare of children.

For an application pack please contact Diane Kenyon at [office@unicornoxford.co.uk](mailto:office@unicornoxford.co.uk) The deadline for all applications is Friday October 11<sup>th</sup> interviews will take place w/c October 14<sup>th</sup>.