



RISHWORTH SCHOOL

TEACHING and LEARNING MANAGER

Job Description

Pre Note:

This is an important role within the management structure of the School and the following gives some guidance as to the scope of the job in its current form. The TLM works very closely with the Deputy Head and the Head of Rishworth.

Responsible to:

The Head via the Senior Leadership Team

Responsible for:

- To work with the Deputy Head in creating and running timetables, including entry into iSAMS
- Advise the Head on the appointment of teaching staff
- To organise and oversee the enrichment programme
- Oversee implementation of the timetables for academic and enrichment day-to-day and to manage arrangements for staff cover
- To be responsible for creation of policy matrix and curriculum reviews
- Regularly attend a wide range of school events
- Advise the SLT in the formation and implementation of School policy and procedure in relevant areas
- Keep informed about new trends and initiatives in education by any means appropriate
- To be responsible for compliance with ISI and other regulatory bodies and assist the SLT in preparing for inspection
- To be the Examinations Officer for public examinations and advise on all aspects of examination preparation
- Attend meetings and other events as appropriate on the direction of the SLT
- To promote a whole-School ethos that celebrates our status as a 3 – 18 through-School and as a boarding school

Academic:

- Under the SLT, to be responsible for the implementation of academic policy in the School, including maintaining an overview of the curriculum and monitoring its effectiveness
- Entry of assessment outcomes, grades etc. into School-wide management systems and reporting back to SLT with data extracted from these entries
- Liaise with the SLT over the appointment of academic staff and be available to sit on interview panels

- Assist in creation of materials for marketing, and for information to be disseminated to students and their families, working with the Director of External Relations
- Formulate, undertake and record appraisal of teaching staff
- Line manage the colleagues with responsibility for staff development
- Oversee and assist with induction processes for new colleagues
- Encourage opportunities for public benefit
- Arrange parental conference evenings and associated record-keeping
- Liaise with the Deputy Head over INSET, contact appropriate third parties, produce timetables and be responsible for running the events
- Be available to assist with parental questions about teaching and learning
- Assist teachers in giving advice to students and their families about matters such as option choices
- Help to arrange and timetable any extras, both curricular and enrichment, liaising with the Bursar over costs and with the Learning Support Co-ordinator and other colleagues as appropriate

Responsibility for Academic Administration:

- Work with the SLT and other staff to construct the timetable and advise on the number of sets, the grouping of options etc.
- Co-ordinate and work with the DoER information given to pupils and parents about the academic programme, and academic entries in School literature for prospective and current parents
- Take responsibility for maintaining the academic database
- Organise the collection of Value Added data and its use in target setting for individuals and subject areas

Other:

- Liaise with colleagues as appropriate over UCAS and University admission
- Liaise with SLT over Oxbridge preparation