



Heathside School Walton-On-Thames

Job Profile Head of Learning

Job Title	Head of Learning	Pay Scale	MPR/UPR + TLR 2a
Curriculum Area	Pastoral	Full Time or Part Time	Full Time
Line Manager	Vice Principal, Pastoral		

JOB PURPOSE

Responsible for the pastoral and academic overview of a year group, to include monitoring and evaluating achievement and behaviour; leading form tutors and Support Coordinator and liaising with subject teachers and SLT regarding behaviour and academic issues to raise academic achievement.

MAIN DUTIES AND RESPONSIBILITIES

KEY SKILLS:

To be responsible for all aspects of student care

- a) To produce and update a clear development plan regarding student welfare issues which is linked to the SDP.
- b) To have an overview of the impact of the behaviour/discipline.
- c) To have an overview of the impact of the 'anti-bullying' policy.
- d) To have an overview of the impact of current attendance procedures.
- e) To have an overview of the impact of the 'inclusion' provision.
- f) To have an overview of the needs for each student, including medical.
- g) To produce clear procedures for monitoring, evaluating and reviewing academic progress.
- h) To report on the above to the SLT as part of the school's self-evaluation.
- i) To give regular reviews of progress of vulnerable students.
- j) To be involved in day to day student issues where necessary.
- k) To be involved in tracking students on report where necessary.
- l) To co-ordinate and report on the overview of:
 - i) Students on Discipline Stages
 - ii) Bullying and Racist logs
 - iii) Exclusions
 - iv) Attendance
- m) To line manage the linked Student Support Co-Ordinator to ensure these key tasks are completed.
- n) To be responsible for and/or be involved in stage reviews and meetings as appropriate.
- o) To be involved in the online report process and data handling.
- p) To oversee all parental communication including parental consultation evenings.
- q) To liaise as appropriate with outside agencies including the Locality Team.
- r) To liaise with SENCo, HSLW and school counsellor and to support the wellbeing of students.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

Employee Name		Line Manager Name	
Employee Signature		Line Manager Signature	
Date		Date	