



# The Holy Trinity Church of England Secondary School

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**Rev. C Millwood MA NPQH.**

Headteacher

## ASSISTANT HEADTEACHER: LEADER OF LEARNING KEY STAGE 5 JOB DESCRIPTION

### Purpose

- Extend the Leadership of the Headteacher
- Create the **opportunity** and **capacity** for all members of Key Stage to learn
- Plan, monitor and quality assure the Key Stage's work in support of each student's personal development

Key Accountabilities	Key Actions
<i>Ensure each student has the personal capacity to succeed, attaining aspirational goals</i>	<ul style="list-style-type: none"> <li>• Monitor and improve attendance and admissions</li> <li>• Develop the emotional intelligence, resilience and growth mindset of all students within Key Stage 5</li> <li>• Develop a culture within the Key Stage 5 community which is characterized by independence of learning</li> <li>• Ensure that parents and carers are partners in the personal development of their children</li> <li>• Ensure that the Dignity of all stakeholders can flourish</li> </ul>
<i>Ensure all students within Key Stage 5 progress to the appropriate next stage</i>	<ul style="list-style-type: none"> <li>• Maintain and improve appropriate tutoring provision</li> <li>• Maintain and improve the Key Stage 5 outcomes</li> <li>• Maintain and improve effective UCAS and apprenticeship progression</li> </ul>
<i>Maintain and improve the quality of leadership within the school</i>	<ul style="list-style-type: none"> <li>• Line Manage middle leaders as directed by the Headteacher</li> <li>• Line Manage the Key Stage 5 administrator</li> </ul>
<i>Develop Key Stage 5 transition</i>	<ul style="list-style-type: none"> <li>• Maintain and improve the size of Key Stage 5</li> <li>• Maintain and develop appropriate Key Stage 5 pathways</li> </ul>