



## **Recruitment of Assistant Headteacher for Teaching and Learning**

### **Job Description**

#### **Assistant Headteacher for Teaching and Learning**

**In addition to the requirements of a class teacher and any other agreed responsibilities, the Assistant Headteacher for Teaching and Learning, under the direction of the Headteacher, will take a role in:**

- Formulating the aims and objectives of the school.
- Establishing policies for achieving these aims and objectives.
- Managing staff and resources to that end.
- Monitoring progress towards the achievement of the school's aims and objectives.

If the Headteacher is absent, one of the two Assistant Headteachers will deputise subject to a rota and as directed by the Headteacher/Chair of Governors. The Assistant Headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

The Assistant Headteacher will have dedicated management time and a timetabled teaching commitment of 0.6 f.t.e., depending upon the needs of the school. The Assistant Headteacher may also be required to undertake any of the duties delegated by the Headteacher.

### **Safeguarding**

Everyone who works at Tyldesley Green Middle School is responsible for promoting the safeguarding and welfare of children. By committing to safeguarding all staff will aim:

- To ensure awareness of school policy and procedures regarding Child Protection.
- To be aware of the signs and symptoms of abuse by attending relevant training.
- To report all causes for concern to the Designated Person for Safeguarding (the Headteacher).
- To ensure the safety of all pupils in the school learning environment, both indoor and outdoor.
- To carry out relevant risk assessments before activities where safety may be an issue.

### **Areas of Responsibility and Key Tasks**

Under the direction and support of the Headteacher, the critical areas of responsibility and key tasks are as follows:

#### **Teaching and Learning**

- Lead on Teaching and Learning through managing the intent, implementation and impact of the school's curriculum, supporting, mentoring and coaching subject coordinators expertly.
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.



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- Lead the processes involved in monitoring and evaluating the quality of teaching and learning throughout the school, including lesson observations, to ensure consistently high quality.
- Ensure the systematic teaching of basic skills and the recording of impact is consistently high across the school.
- Identify emerging talents, coaching current and aspiring leaders.
- Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
- Participate in the selection and appointment of teaching and support staff as appropriate.
- Ensure excellent teaching in the school, including leading on training and development for staff.
- Establish a culture of 'open classrooms' as a basis for sharing best practices.
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Lead in the induction of staff new to the school and those being trained within the school, as appropriate.
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
- Hold all staff to account for their professional conduct and practice.

### **Leadership as part of the SLT**

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing an excellent education for all pupils.
- Support with the day-to-day management of the school as a proactive and influential member of the Senior Leadership Team.
- Leading and Managing Staff, including:
  - Line management of teachers, including appraisals, interim appraisals and timetabling meetings to ensure lines of communication are clear and consistent;
  - An advanced understanding of mentoring and coaching techniques to support staff with differing levels of experience and expertise;
  - The ability to set ambitious yet manageable targets for colleagues to develop their practice, resulting in improved outcomes for our pupils.
- Communicate the school's vision compellingly and support strategic leadership.
- Champion wellbeing and parental engagement in the school community.
- Build positive relationships with the governing board and with members of the school community.
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.
- Fully engage in the ongoing development of the school's strategic leadership in partnership with the Headteacher and the SLT.
- Advise the Headteacher and Governing Body of priorities for expenditure and deployment of staff, and utilise resources with maximum efficiency.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.



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- Seek training and continuing professional development to meet personal needs.
- Deputise in the absence of the Headteacher (as detailed above) and undertake any professional duties reasonably delegated by the Headteacher.

### **Systems and processes**

- Ensure that the school's systems, organisation, and processes are well considered, efficient and fit for purpose.
- Champion the development of Ed Tech to support efficient and effective systems.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Work with the governing board as appropriate.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Support distribution of leadership throughout the school.

### **The self-improving school system**

- Create an outward-facing school that works with other schools and organisations to secure excellent outcomes for all stakeholders.
- To be driven to undertake optional work opportunities outside the organisation to enhance our school's excellent reputation, including school-to-school support, work with Buckinghamshire Council or the ASTRA Teaching School Hub.
- Develop effective relationships with fellow professionals.
- Model entrepreneurial and innovative approaches to school improvement and leadership.
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and promote the value of education.
- Seek training and continuing professional development to meet personal needs and those of the school.