



## Job Description – Assistant Headteacher – Teaching, Learning and Personal Development

<b>POST:</b>	Assistant Headteacher – Teaching, Learning and Personal Development
<b>REPORTING TO:</b>	Headteacher
<b>GRADE:</b>	L10 – L16
<b>ROLE PURPOSE:</b>	<p><b>To lead, develop and manage the school's strategic approach to Teaching, Learning and Personal Development, ensuring high quality feedback, positive and purposeful learning behaviours, and rich enrichment opportunities that enable all students to thrive. To provide strategic direction and operational leadership that strengthens classroom practice, supports student development and promotes an aspirational, inclusive and consistently -quality feedback, positive and purposeful learning behaviours, and rich enrichment opportunities that enable all students to thrive. To provide strategic direction and operational leadership that strengthens classroom practice, supports student development and promotes an aspirational, inclusive and consistently high-quality learning culture across the school.</b></p>
<b>KEY RESPONSIBILITIES:</b>	<ol style="list-style-type: none"><li>1. Develop and implement a whole school Teaching, Learning and Personal Development strategy that strengthens the quality of feedback, learning behaviours, and enrichment opportunities. -school Teaching, Learning and Personal Development strategy that strengthens the quality of feedback, learning behaviours, and enrichment opportunities.</li><li>2. Lead the development and implementation of policies relating to teaching expectations, feedback principles, learning behaviours, enrichment provision and wider personal development.</li><li>3. Foster a positive, purposeful and high quality learning climate rooted in respect, resilience and responsibility. -quality learning climate rooted in respect, resilience and responsibility.</li><li>4. Promote a culture of aspiration and academic excellence, ensuring all students are supported and challenged effectively.</li><li>5. Promote and embed a school-wide culture in which students take responsibility for their own learning, demonstrating self-regulation, sustained focus, pride in their work and a commitment to improving through high quality feedback and positive learning behaviours.-quality feedback and positive learning behaviours.</li><li>6. Analyse teaching, learning and personal development data (including feedback quality, learning behaviours and enrichment participation) to identify strengths, address gaps and drive school improvement.</li><li>7. Champion an inclusive learning culture that supports high expectations, strong relationships and equitable access to all aspects of the curriculum.</li><li>8. Oversee systems and processes linked to learning behaviours, ensuring they are applied consistently across all subjects and year groups.</li><li>9. Provide strategic support and guidance to curriculum and pastoral leaders, ensuring teaching teams cultivate strong learning behaviours and effective personal development provision.</li><li>10. Lead the development of a high quality careers education, information, advice and guidance (CEIAG) programme, ensuring students experience a well sequenced careers curriculum, meaningful employer encounters and enrichment opportunities that deepen their understanding of future pathways and raise aspiration.-quality careers education, information, advice and guidance (CEIAG) programme, ensuring students experience a well-sequenced careers curriculum, meaningful employer</li></ol>

encounters and enrichment opportunities that deepen their understanding of future pathways and raise aspiration.

11. Oversee and refine the school's enrichment, rewards and student voice systems, ensuring they enhance learning behaviours and promote student development.
12. Work in partnership with parents/carers to strengthen engagement in learning, support feedback expectations and widen personal development opportunities.
13. Lead on personal development safeguarding themes (e.g., anti-bullying, respectful relationships, online safety) to ensure a proactive approach to student well-being and character development.
14. Lead high quality CPD for staff focused on effective feedback, pedagogical excellence, and the development of positive learning behaviours. -quality CPD for staff focused on effective feedback, pedagogical excellence, and the development of positive learning behaviours.
15. Support teachers and curriculum leaders in developing classroom environments that promote independence, curiosity and productive learning habits.
16. Model and coach best practice in teaching, learning behaviours and student engagement, supporting colleagues to refine their expertise.
17. Contribute to staff appraisal in relation to teaching standards, feedback quality and personal development responsibilities.
18. Work closely with the DSL and Inclusion teams to ensure teaching and personal development approaches support the needs of all students, particularly the most vulnerable.
19. Liaise with external agencies and enrichment partners to broaden opportunities and enhance the school's personal development offer.
20. Be an active and visible member of SLT, contributing to whole school strategic planning, monitoring and evaluation. -school strategic planning, monitoring and evaluation.
21. Lead and participate in assemblies, events and enrichment activities that promote student development and strengthen the school's learning culture.
22. Deputise for senior leaders when required.
23. Maintain high professional standards, acting as a strong role model for staff and students in relation to learning behaviours and commitment to continuous improvement.
24. Engage fully in professional development, attending CPD days and pursuing opportunities to advance teaching and learning practice.
25. Play a full and active role in the life of the school, supporting the ethos and encouraging all staff and students to contribute positively to the community.
26. Undertake any other reasonable tasks at the Headteacher's discretion.