



Job Description

Job Title: **Assistant Headteacher Teaching and Learning**

Salary Scale: **L14- L18**

Start: September 2021 or sooner if possible

Core Purpose

The core purpose of the post is to work collaboratively with the Headteacher and Senior Leadership Team to realise our vision to be an outstanding Catholic teaching and learning community, taking a key role in school improvement and leading and managing all aspects of teaching and learning across the school. The post holder will lead our Teaching and Learning team and Lead Practitioners, and will be a key member of our core team of Senior Leaders focused on developing curriculum, teaching and learning, and staff.

The Assistant Headteacher will work to create a reflective culture of continuous improvement and high aspiration and will support all members of the College, staff and students, to realise their potential. Assistant Headteachers also ensure the smooth day to day running of the school. The specific responsibilities of each member of the Senior Leadership Team is agreed annually and may be subject to change, to afford each member of the Senior Leadership Team the opportunity to gain experience in different aspects of school leadership.

This job description is in addition to the national standards expected of all who have attained Qualified Teacher Status and where applicable, Post Threshold Standards.

Job Purpose

The primary purpose of the Assistant Headteacher for Teaching and Learning is to ensure that teaching and learning is outstanding and our practice is action research and evidence based.

Vision and culture

- Create a culture where there is a genuine passion and excitement about how students learn and how teachers teach, where teachers' practice is research and evidence based, and risk taking is the norm, where teachers are learners, collaborating with and developing one another through professional dialogue, and to ensure that we are known for our dynamic teaching and learning
- Develop teaching and learning so that we are a leading school and an example of outstanding practice
- Have a holistic approach to learning which is broader than examination results and to support the College's mission in developing 'Men and women for others', nurturing the spiritual formation of our young people

- Work with staff and Governors to develop the distinctive Jesuit ethos, vision and aims of the school.
- Maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment.
- Lead, support and develop school strategies to maintain outstanding standards of student behaviour and attendance, and warm and supportive relationships, in keeping with our Catholic values, especially in support of vulnerable students.

Leading and Managing Teaching and Learning

The Assistant Headteacher for Teaching and Learning will lead all aspects of teaching and learning. Responsibilities specific to the role:

- Promote a clear vision for the highest quality teaching and learning across the College
- Lead the formulation and monitoring of policies relating to all aspects of teaching and learning
- Lead the strategic planning and development of all issues relating to teaching and learning including leading and developing our Teaching and Learning team and Lead Practitioners
- Work with the core Senior Leaders to lead professional development and ensure that it supports our teaching and learning foci
- Manage all aspects relating to teaching and learning and lead the ongoing development of teaching and learning
- Ensure our teaching meets the needs of all learners regardless of their ability and represents quality first teaching
- Use a range of monitoring techniques such as analysis of examination results, classroom observation, learning walks, work scrutinies, study of lesson plans and pupil interviews to analyse the quality of teaching and learning
- Develop a culture of collaboration and effective sharing of good practice
- Support the colleague in charge of training and mentoring PGCE, School Direct and other ITT colleagues
- Ensure that there is a programme of support and guidance for any new members of staff with particular provision for NQTs, Graduate Trainees, Unqualified teachers or trainee teachers
- Work with relevant stakeholders in the consultation, development, and implementation of school strategies
- Monitor and review the impact of the strategies implemented
- Monitor and track the quality of teaching and learning in the College, regularly reporting an overview to the Senior Leadership Team and Governors
- Work collaboratively with others in the teaching alliance to which we are attached to secure best practice
- Liaise with senior staff on any training needs resulting in teaching and learning development
- Keep the senior team updated on current research and development, related to teaching and learning
- Any other duties requested by the Headteacher.

Strategic Direction and Development of Teaching and Learning

- Produce a strategic plan to deliver the vision which is supported by an annual action plan
- Be accountable for the strategic direction, leadership and management of teaching and learning and the development and implementation of policies, plans, targets and practices within the context of the School's aims and policies
- Complete a regular evaluation of teaching and learning including an analysis and commentary of student academic performance. The conclusions of the report should then be used to modify the strategic plan

School Leadership Responsibilities

- Promote and actively support the Catholic values and ethos of our school
- Contribute to strategic improvement planning, implementation and evaluation across the school
- Lead and be accountable for aspects of the school improvement plan and school self-evaluation related to teaching and learning including reporting to governors as required
- Establish and review policies through which the aims and objectives of the School Improvement Plan may be achieved
- Manage staff and resources
- Facilitate staff training on a range of initiatives relevant to teaching and learning
- Assist in recruitment and retention of staff, fostering good relationships and encouraging good working practices
- Be a visible presence in the school, to have high expectations and lead by example, supporting colleagues and maintaining standards
- Ensure that our safeguarding arrangements are robust
- Be a public advocate for the school, representing its interests loyally and with discretion
- Attend and contribute to meetings relating to the teaching and learning aspects of the school
- Attend Governing Body meetings as needed to advise, report, and support committees
- Participate in key events, e.g. Open Evening; staff appointments; extra-curricular and out-of-school-hours activities and attend exam results days
- Take a lead role in Quality Assurance activities
- Work with the Headteacher and school governors to ensure that the school meets its statutory and educational responsibilities
- Represent the Headteacher at meetings as directed
- Act as a positive role model for staff and students alike
- Undertake daily supervision and duties

Leading and Managing Staff

- Line manage a number of Subject Leaders
- Line manage a Learning Co-Ordinator
- Line manage the Literacy Co-ordinator
- Lead on the strategic planning, development and implementation of the provision for More Able
- Support the leadership and development of STEM working with relevant colleagues
- Take part in the appointment process for new members of staff

- Support staff with professional advice and appropriate staff development
- Carry out Performance Reviews of nominated staff
- Arrange and chair meetings related to teaching and learning

Operational

- On a daily basis, be a visible and effective presence in the school

Internal Communication

- Attend meetings of Senior Leaders and Middle Leaders
- Meet regularly with Subject Leaders and Learning Co-Ordinators to discuss progress within the subject area
- Produce written reports/information required by SLT and Governors including regular updates on teaching and learning.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. The job description is subject to review.