



JOB DESCRIPTION

ASSISTANT HEADTEACHER – TEACHING & LEARNING

School: Ruislip Gardens School

Salary: L5 - L11 (£61,249 -£70,473) (Outer London)

Responsible to: Headteacher and Governing Body

Responsible for: Curriculum design and implementation in KS1 and KS2 and quality of Teaching and Learning KS2

Job Purpose:

To oversee the leadership and management of Teaching and Learning, KS2, to be a member of the Senior Leadership Team (SLT) and to be one of the school's Deputy Designated Safeguarding Leads (DDSL) after the Headteacher.

To provide strategic leadership and management of Teaching and Learning in KS2 at Ruislip Gardens Primary School, as defined by the Headteacher, to secure high quality teaching, effective use of resources and high standards of learning and achievement for all pupils.

To be the leading professional in the school accounting for the outcomes of children in Key Stages 1 & 2 including those with; special educational needs, those for whom English is an additional language, looked after and vulnerable children, traveller, refugee and asylum seeker children.

Manage the school effectively in the absence of the Headteacher.

Safeguarding:

The school and the LA is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The successful applicant will be required to undertake an Enhanced DBS Check with a check of the DBS Barred List. CVs will not be accepted.

KEY AREAS OF IMPACT

The following key areas of impact are to be conducted in addition to those of the subject teacher.

Strategic Direction:

The Teaching and Learning Lead will:

- In partnership with the Headteacher and governors establish and implement an ambitious vision and ethos for the future of the school.
- Promote a culture of inclusion within the school community where all views are valued and taken in to account.
- Assist the SLT in the organisation of the curriculum and assessment in order to secure and sustain effective teaching and learning throughout the school.
- Analyse and interpret relevant school, local and national data and advise the Headteacher on the level of resource required to maximise achievements.



- Line manage a team of staff, both teachers and non-teaching staff, as directed by the Headteacher.
- Support the Headteacher in developing links with parents, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development.
- Support the Headteacher in developing positive working relationships with and between all staff and provide and sustain motivation.
- Support the Headteacher in upholding the behaviour management system in the school.
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
- Evaluate the impact of all improvement activities on the quality of teaching and learning.
- Contribute to the relevant sections of any school evaluation i.e. SEF and other reports.
- Review, develop and implement policies and practices for all groups of pupils with responsibility for, which reflect the school's commitment to high achievement, effective learning and teaching.
- Keep abreast of changes to legislation and ensure this is translated into effective policy for the school and that these are approved and communicated through relevant channels.
- Assess, co-ordinate and monitor the provision for EAL pupils across KS1 & KS2
- To lead on raising school attendance, tracking data and working closely with EWO, staff, parents and pupils to reduce the overall percentage of Persistent Absentees.
- Act as the SLT link with PTA group.

Main Duties and Responsibilities

Teaching and Learning

The Teaching and Learning Leader will:

- Undertake specific Leadership responsibility for Maths across all phases.
- Monitor academic progress and prepare intervention strategies for pupils to tackle underachievement including managing behaviour.
- Have overall responsibility for the design and development of curriculum provision for learners, to reflect personalised learning, assessment for learning and skills development, including monitoring, evaluating and reviewing as appropriate.
- Support the identification and dissemination of effective teaching approaches.
- Work with the Headteacher and staff to develop effective ways of bridging barriers to learning through
 - assessment of needs
 - monitoring of teaching quality and pupil achievement
 - target setting
- Ensure appropriate plans are put in place for children to support their learning.
- Provide teaching cover for up to 0.6 a week as directed by the Headteacher when needed.
- Ensure that the outcomes of any teaching commitments result in good or better progress
 - for the majority of pupils
 - across all teaching areas



- across all spectrums of background, ability and behaviour
- that compares favourably with pupils in similar settings
- Support the development of the physical environment and teaching practice which secures effective learning across the breadth of the National Curriculum.
- Provide a professional model, clearly demonstrating effective teaching, classroom organisation and high standards of achievement, behaviour and discipline.
- Ensure schemes of work are developed and implemented appropriately.

Leading and Managing Staff

The Teaching and Learning Leader will:

- Advise on and contribute to the professional development of staff including whole school INSET.
- Act as Induction Tutor/Mentor to ECTs and co-ordinate their training and development.
- Provide regular information to the Headteacher and Governing Body on the evaluation of teaching and learning provision.
- Maintain personal expertise and share this with other teachers.
- Work with Subject Leaders to ensure curriculum coverage and delivery.
- Monitor the quality of Teaching and Learning and share judgements with teachers and support staff as appropriate.
- Plan and implement strategies to improve teaching where needs are identified.
- Lead professional development of staff through example and support; coordinate the provision of high quality professional development in the school and elsewhere.
- Line Manage SMSAs ensuring that they consistently apply school policies and build positive relationships with pupils
- Be responsible for the collection and interpretation of assessment data transposing to relevant media for dissemination at all meetings e.g. pupil progress meetings, governors meetings etc.
- Be responsible for the maintenance and management of data using the school's assessment system in order that it is accurate for collation at the time of data submission via the Census and other reporting procedures.
- Be an active member of the school's SLT, attending weekly after school SLT meetings.

Quality Assurance

The Teaching and Learning Leader will:

- Work with other Leaders to establish common standards of practice, promoting strategies for the development of effective teaching and learning, and of behaviour management.
- Evaluate the quality of teaching and standards of achievement, setting targets for improvement.
- Monitor the implementation of school policies and ensure nationally-determined priorities are addressed as appropriate.
- Conduct effective appraisal as directed.
- Establish common standards of practice and develop the effectiveness of teaching and learning styles.



- Monitor, evaluate and review the progress of Key Stage 1 & 2 pupils in line with agreed school procedures including evaluation against quality standards and performance criteria (including Ofsted).
- Monitor the transition of pupils throughout the school to ensure that the process is successfully managed.

Resource Management

The Teaching and Learning Leader will:

- Advise the Headteacher and Governing Body of priorities for expenditure and deployment of staff and utilise resources with maximum efficiency.
- Maintain and develop resources, coordinate their deployment and monitor their effectiveness in meeting the objectives of the School and Teaching and Learning policies.
- Establish resource needs for Teaching and Learning and advise the Headteacher of likely priorities for expenditure. Allocate available resources with maximum efficiency to meet the objectives of the school and to achieve value for money.

KNOWLEDGE AND SKILLS

The Teaching and Learning Leader should demonstrate knowledge and understanding of:

- School improvement and effectiveness strategies including the process of school self-evaluation (including appraisal and SEF).
- Relevant educational legislation.
- Principles and practices of education in a multi-racial society and of the role of community involvement in its development.
- Principles and practices of effective teaching and learning.
- Principles and practices of monitoring, assessment and evaluation.
- Processes and systems for quality assurance.
- Principles and planning of effective leadership and management of change.
- Principles of curriculum planning.
- Principles of cross-curricular planning and delivery.
- Financial planning, resource planning and resource management.
- The application of ICT to learning, teaching and management in line with the school's ICT strategic plan.
- Health and safety issues.

ADDITIONAL DUTIES

- Play a full part in the life of the school community, to support the school ethos and to encourage staff and learners to follow this example.
- Actively promote school policies.
- Sustain professional development in agreement with line manager.
- Actively engage in the staff review and development process.
- Alert the Designated Safeguarding Lead in the event of any suspected Child Protection issues that may be affecting a learner.
- Lead phase and whole school assemblies.
- Share responsibility with the Headteacher and SLT for the supervision of lunchtime behaviour.



- Support the Headteacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- The conditions of employment for school teachers specify the general professional duties of all teachers; the professional standards for teachers at the relevant level are applicable;
- Undertake any other duty as specified by school teachers' pay and conditions of service not mentioned in the above.

Additional Notes

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Governors or the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



Ruislip Gardens Primary School

PERSON SPECIFICATION

ASSISTANT HEADTEACHER

1. QUALIFICATIONS AND TRAINING

	Essential	Desirable
Qualified Teacher status.	✓	
Evidence of further professional development in preparation for senior management.	✓	

2. TEACHING AND LEADERSHIP/ MANAGEMENT EXPERIENCE

	Essential	Desirable
At least five years successful teaching in the 3-11 age range, with a track record of excellent classroom practice.	✓	
Management of a Phase/Year Group	✓	
Involvement in whole school strategic planning/policy development and implementation.	✓	
Raising the achievement of all pupils across the ability range.	✓	
Evidence of successful leadership and management of an area of the curriculum.	✓	
Experience of effective use of ICT to support teaching, learning and administration.	✓	
Implementing change.	✓	

3. PROFESSIONAL KNOWLEDGE

	Essential	Desirable
Awareness of current relevant educational legislation and initiatives relating to standards.	✓	
A detailed understanding of all phases and their relevant curriculum issues.	✓	
Experience and understanding of inclusive education.	✓	
Awareness of, and a commitment to, providing/fostering Equal Opportunities.	✓	



An awareness and understanding of current leadership and management issues, including teacher appraisal, pupil progress meetings and the Pupil Premium Grant.	✓	
The ability to lead/contribute to the formulation, implementation and evaluation of short and long-term objectives for school improvement.	✓	
The ability to identify, interpret, collate and analyse whole school data.	✓	
The ability to accurately judge the quality of teaching and learning	✓	
An understanding of the key features of ASP.	✓	
An awareness of the current OfSTED evaluation schedule.		✓

4. SKILLS AND ATTRIBUTES

a) Skills	Essential	Desirable
The ability to motivate, support, challenge and develop staff to secure improvement.	✓	
The ability/skills to build and lead teams effectively and efficiently using the skills of motivation, delegation and time management.	✓	
The skills to involve parents, governors and the wider community in the life of the school.	✓	
The skills of data analysis to support the setting and meeting of challenging targets.	✓	
The ability to communicate effectively orally and in writing to a range of audiences.	✓	
The ability to command respect through hard work, humour, fairness and determination.	✓	
Competent ICT skills.	✓	

b) Attributes	Essential	Desirable
A commitment to continuing personal and professional development.	✓	
The capacity to show initiative and a willingness to go the 'extra distance'.	✓	
Personal presence and a sense of confidence	✓	
The qualities of warmth, sensitivity, flexibility and maturity of approach.	✓	
Ability to manage pressure of own work and the work of others.	✓	
Good organisational and time management skills, with the ability to meet deadlines.	✓	
The ability to inspire colleagues.	✓	