

# **THE CHERWELL SCHOOL**

***Opportunity, Responsibility, Excellence***

## **Assistant Headteacher (Learning & Teaching)**

### **Job Description**

<b><u>Responsible to:</u></b>	Deputy Headteacher (Attainment & Curriculum)
<b><u>Responsible for:</u></b>	Coordinator for High Attaining Students Faculty Leader(s) as appropriate
<b><u>Working Time:</u></b>	Additional 22ppf Leadership & Management Time (20/50 periods per fortnight of teaching)
<b><u>Salary Range:</u></b>	Leadership Scale (12 – 16)

### **Job Purpose:**

The Assistant Headteacher (Learning & Teaching) works closely with the Senior Leadership Team to provide professional leadership for the school. The post holder will have a particular interest, focus and enthusiasm for high quality classroom practice, thus ensuring the best possible outcomes for students. More specifically the key areas of the post are:

- To promote the ethos of the school, as a Centre of Opportunity, Responsibility and Excellence, recognising the richness and diversity of its members
- To raise, and be accountable for the standards of Learning & Teaching within the school
- To lead and develop key aspects of effective Learning and Teaching within the school (including lesson design, effective learning activities, modelling and feedback)
- To lead the development of creative and innovative approaches to Learning and Teaching
- To work with external partners to promote high quality Learning and Teaching
- To lead the implementation of the school curriculum in the classroom
- To lead the evaluation of the quality of teaching and develop the school's quality assurance processes
- To lead the development of strategies which are particularly effective in supporting the learning of vulnerable students

### **Principal Responsibilities**

#### **Generic Senior Leadership Roles:**

- Overall standards, quality assurance and self-evaluation mechanisms
- Student Discipline & Behaviour
- Raising Student Achievement & Attainment
- Working with Governors (specifically Student Impact Committee)
- SLT contributions to the SEF, SDIP and associated Action Plans
- SLT involvement with Appraisal and CPD
- Policy and Procedures Development
- Student Welfare & Guidance
- Assembly Presentations
- SLT involvement with Parent Consultation and Information Evenings, Events and Extra-curricular Activities
- To foster positive relationships across the school community
- To assist in the maintenance and development of effective communications across the school
- To participate in the recruitment, induction and development of teaching and support staff
- To safeguard and promote the welfare of students

- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

#### Learning & Teaching and Quality Assurance:

- To lead strategies for developing Learning and Teaching within the school
- To maintain the overview of the quality of Learning and Teaching in the school
- To work with the AHT (Professional Learning) to take a lead role in the development of staff in relation to Learning & Teaching
- To work with external partners, ensuring best practice is brought into and shared within the school
- To take a lead role in the development, quality assurance and measurement of impact of assessment within the school
- To develop the role of student voice in the development of Learning & Teaching
- To lead the development of homework policies and independent learning resources
- To develop and monitor the frequency, standard and impact of independent work completed by students
- To take a lead role in the promotion of creative and innovative approaches to Learning & Teaching
- To promote, lead and manage cross-curricular learning activities
- To lead and develop the quality assurance and self-evaluations processes within the school and those associated with external partners

#### Vulnerable Learners and High Attaining Students:

- To work closely with the AHT (Inclusion) to ensure the best possible Learning and Teaching for students who are vulnerable learners including those with SEND
- To work closely with the AHT (Inclusion) to further develop differentiated classroom practice
- To work closely with the coordinator for high attaining students to ensure the best possible outcomes
- To provide leadership and support to the Coordinator for High Attaining Students
- To develop differentiated classroom practice in the school to meet the needs of high attaining students

#### Mental Health and Wellbeing:

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

#### General Duties:

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To actively promote the school's corporate policies and to comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training
- You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, specifically for the year 2020/21, or any subsequent legislation

#### Notes:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

*September 2021*