



Assistant Headteacher for Teaching & Learning Job Description

Duties and Responsibilities

Leadership & Management Qualities and knowledge:

Under the direction of the Headteacher and Deputy Headteacher:

Teaching and Learning

- To support the development and implementation of pedagogical Policy and Practice across the school, in collaboration with the Senior Leadership Team and according to appropriate research and best practice.
- Support the vision, ethos and policies of the school which secure effective teaching, successful learning and promote high levels of achievement and self- esteem for all pupils irrespective of background, ethnicity, gender or disability.
- To work with the AHT for Inclusion in overseeing the development of alternative and additional learning opportunities for a range of student groups including those experiencing difficulties in accessing mainstream learning and teaching, including vulnerable groups and those with records of poor behaviour and attendance.
- Establish and sustain high quality teaching across subjects and phases, based on evidence.
- Ensure the teaching of a broad, structured and coherent curriculum.
- Use valid, reliable and proportionate approaches to assessing pupils knowledge and understanding of the curriculum.
- Ensure that pupils make effective progress from their starting points, across school.
- To collect, interpret and make use of assessment data to inform teaching and targeted interventions.
- To monitor teaching and learning activities to meet the needs of all pupils.
- To assist the Headteacher/Deputy Headteacher in developing innovative programmes of support which foster best practice and engage students thus accelerating their learning.
- To pursue personal and professional development opportunities to meet the changing demands of the job.
- To assist the SLT in preparing, implementing and updating the School Improvement Plan in relation to all aspects of Teaching and Learning.
- To maintain collaborative structures for learning across school.
- To coordinate the planning of educational visits across school.

Other Roles and Responsibilities

- To monitor standards of teaching & learning.
- To contribute to the effective day to day operation of the school as directed by the Headteacher and Deputy Headteacher.

- To communicate with Governors, the Headteacher, Deputy Headteachers, SLT, colleagues, parents and outside agencies as appropriate.
- As the role will involve developing teaching, you will plan, prepare and teach lessons and assess and report on development and progress as appropriate.
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.
- Build positive relationships with all members of the school community, showing positive attitudes to them.
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.
- Seek training and continuing professional development to meet own needs.
- Lead Assemblies as directed.
- Support HLTA's in the appraisal of TAs.
- Manage performance and appraisal of agreed school staff.
- Act as a role model to other staff at all times and contribute to a culture of staff professionalism.
- Create a culture where pupils experience a positive and enriching school life and are well prepared for the next phase of their education.

Pupils and Staff

Under the direction of the Headteacher and Deputy Headteacher:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- Ensure excellent teaching in the school, including thorough training and development for staff.
- Use our coaching culture and other strategies to empower teachers/TAs to ensure exceptional teaching and learning and behaviour for learning is in place in each classroom.
- Hold all staff to account for their professional conduct and practice.
- Encourage high standards of behaviour from pupils, built on our trauma informed and reflective culture and clear rules and routines across all classrooms, following our emotional regulation policy at all times.
- Encourage high levels of pupil attendance and help to uphold a school culture of safety, connection and belonging, enjoyment and engagement with learning to support attendance.

Systems and Processes

Under the direction of the Headteacher and Deputy Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour in accordance with our 6Rs.
- Contribute to 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 distribution of leadership throughout the school.



- Maintain effective records on our MIS system as appropriate (Arbor)
- Ensure effective use of budgets and resources.
- Ensure school improvement strategies are effectively implemented.
- Ensure staff and pupils safety and welfare through effective approaches to safeguarding, as part of your duty of care.
- Take responsibility for writing / updating relevant school policies, as directed by the Headteacher and Deputy Headteacher.

The self-improving school system

Under the direction of the Headteacher and Deputy Headteacher:

- Help to create an outward-facing school which works with other schools and partnerships to secure excellent outcomes for all pupils.
- Develop effective relationships with fellow professionals, including multi-agencies.
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.
- Ensure a considered approach to all systems, policies and practices with regard to the maintenance of staff wellbeing/workload.
- Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

The Assistant Headteacher: Teaching & Learning will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct at all times.

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.

This job description is based on the requirements in the School Teachers Pay and Conditions Document (STPCD) and where relevant the Teachers standards and Headteacher Standards. It should be read in conjunction with the conditions of Employment for School Teachers DfE 2016.

Northwood Community Primary School is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and then ensure that the highest priority is given to following the guidance and regulations to safeguard them.