



## **JOB DESCRIPTION**

**JOB TITLE** Assistant Headteacher: Teaching & Learning

**GRADE** L2 - L5

**RESPONSIBLE TO** Head of School

### **JOB PURPOSE**

- To act as second in charge of school and deputise for the Head of School when required
- To work as a member of the Senior Leadership Team to ensure that the aspirational aims and objectives of the School are realised
- Leading and managing their teams to provide high quality learning for all children within a safe, secure, happy and caring environment
- Constantly monitoring, evaluating and reviewing provision, teaching and learning to ensure improvement across the school. Helping colleagues understand policies and practices in relation to the school
- To demonstrate visionary thinking, strategic planning and implementation providing innovative effective learning experiences for all the School Learning Communities
- To ensure that the School demonstrates capacity to improve through measuring impact and using outcomes to inform development
- To ensure that learning is personalised so that all pathways lead to high achievement and attainment

### **KEY TASKS**

#### **Leadership:**

- Demonstrate and model good practice in using cutting edge research
- Provide leadership for learning and teaching, setting clear direction and effective management for the School as a whole
- Establish creative/responsive and effective approaches to learning, pedagogy and teaching
- Lead on systems to move teaching to 'Outstanding'
- Encourage a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Set high expectations for all staff through innovative and aspirational target setting

- Model the entrepreneurial traits of having a determination to succeed and a positive attitude to your work. You will endeavour to instill these attitudes in colleagues and pupils
- Be consistent in the delivery of all the School's Policies and practice
- Think strategically for the future whilst being able to deal with immediate challenges
- Gain commitment and participation in extended enrichment provision, using the widest range of resources within the School and the wider community
- Gain and maintain the commitment of all stakeholders, inspiring individuals to contribute positively to shared ideas
- Be a role model for pupils through personal presentation and professional conduct
- Maintain confidentiality inside and outside the School
- You will work in accordance with current Health and Safety requirements; Governing Body, DfE and Government Policies

### **Key Areas of Responsibility:**

- Ensure the vision, ethos and policies of the school promote the highest standards of achievement across the Federation
- Support the creation and implementation of the school improvement plan across the Federation
- Be responsible for organising and managing teaching and learning
- Take responsibility for the development and monitoring of the curriculum provision
- Support the Head of School in the monitoring of the quality of teaching and children's achievements
- Be responsible for the pastoral care of children, promoting independence and good behaviour, in accordance with school policies
- Create and maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development
- Ensure that parents are fully involved in their child's learning and development and well-informed about the National Curriculum, their child's individual targets, progress and achievement
- Lead workshop sessions for teachers, parents and other stakeholders
- Maintain liaison with external agencies related to pupil welfare and achievement
- Develop the use of new and emerging technologies

### **Leading and Managing Staff – to:**

- Establish and maintain positive working relationships across the school
- Lead training and development activities and evaluate outcomes
- Support staff in understanding and implementing local and national changes
- Work with the Head of School, SLT and governors to evaluate and review school policies, plans and priorities
- Ensure the smooth transition of pupils between all year groups

### **Teaching and Learning – to:**

- Work with other staff to plan and provide for a creative, stimulating and quality curriculum for all children, which supports a range of learning styles and helps to develop children's independence
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Ensure that all children are able to learn to the best of their ability
- Ensure that the requirements of the National Curriculum are met, including arrangements for assessment and moderation
- Liaise with staff and other professionals within and beyond the school
- Lead and develop primary assessment practices, taking account of current initiatives
- Ensure the progress of children is rigorously monitored, through analysing data and contributing to progress meetings to ensure all children make accelerated progress
- Share and model outstanding primary practice across the full curriculum

### **Professional development – to:**

- Participate in arrangements for Performance Management and take responsibility for own professional development by keeping up to date with current thinking and developments in primary practice through training and development opportunities and professional reading
- Prioritise and manage own time effectively
- Work under pressure and to deadlines
- Sustain own motivation and that of other staff
- Be a role model for staff, trainees and volunteers and where appropriate, mentor trainees
- Support the Head of School and leadership team with the induction of new staff

### **Keeping Children Safe in Education**

- This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002, and expects all staff and volunteers to share this commitment
- Work with the senior leadership team and governors to ensure that all safeguarding duties are complied with under the relevant legislation
- Work with the senior leadership team and governors to ensure that policies, procedures and training in the school as set out in the statutory guidance *Keeping Children Safe in Education*, DfE, September 2024
- Ensure sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children

- Ensure all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices

*This job description sets out the duties of the post at the time it was published. The hours and the job description may be modified depending on the needs of the Trust. The post holder may be required from time to time to undertake other duties within the Trust as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The priorities for each year will be reviewed against this job description annually through performance management meetings.*

*Please note that we are committed to safeguarding and promoting the welfare of our staff and pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the Trust.*

## PERSON SPECIFICATION

### Assistant Headteacher for Teaching & Learning

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified Teacher Status</li><li>• Degree (or equivalent)</li><li>• Evidence of recent professional development</li></ul>	
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• At least three years' experience in primary education</li><li>• Experience of year group leadership, motivating and developing teaching staff and middle leaders</li><li>• Experience of developing excellent provision for all pupils</li><li>• Demonstrated the ability to lead sustained improvement in standards in the current post</li><li>• Experience of leading whole School initiatives with demonstrable impact on pupil's progress</li></ul>	<ul style="list-style-type: none"><li>• Experience of leading and managing support staff</li><li>• Experience of delivering staff training</li></ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>• Knowledge of strategies to achieve effective learning, teaching and assessment including the use of ICT</li><li>• Excellent understanding of and experience in using assessment data to inform development planning</li><li>• Knowledge of recent and current developments within the primary phase</li><li>• Has the capacity to support and challenge leading to sustained improvements in practice</li><li>• Knowledge of current educational issues</li></ul>	

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent classroom practitioner</li> <li>• Understanding of and commitment to equality and diversity</li> <li>• Ability to think and act strategically and convey a vision for the future</li> <li>• A positive and resilient individual with drive, integrity, a cheerful disposition and a sense of humour</li> <li>• Excellent presentation and inter-personal skills</li> <li>• Highest standards of professional conduct</li> <li>• Ability to form positive relationships with children, adults and parents</li> <li>• Able to communicate effectively orally and in written form</li> <li>• Ability to prioritise and time manage effectively</li> <li>• Ability to use own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Confident about presenting to Governing Body, staff and other stakeholders</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Proven ability and responsibility for undertaking the statutory safeguarding requirements including safer recruitment.</li> </ul>	