

Assistant Headteacher Teaching and Learning

Job Description

Job details

Salary: L11–L15

Hours: Full time

Contract type: Permanent

Reporting to: Headteacher

Responsible for: Teaching and learning responsibilities and any staff line management agreed by the Headteacher

Main purpose

The Assistant Headteacher will work closely with the Headteacher and Deputy Headteacher to strengthen teaching and learning across Church Stretton School. They will help turn school priorities into practical improvements in classrooms, develop colleagues' practice and evaluate the impact on pupils' learning.

As a member of the senior leadership team, the Assistant Headteacher will support the Headteacher and Deputy Headteacher in:

- communicating the school's vision and contributing to its strategic leadership;
- the day-to-day management of the school;
- formulating the school's aims and objectives;
- establishing and implementing policies to achieve those aims and objectives;
- managing staff and resources effectively; and
- monitoring progress towards the school's aims and objectives.

The Assistant Headteacher will have a timetabled teaching commitment, complying with the Teachers' Standards and modelling effective classroom practice alongside their leadership and wider SLT duties. They may also undertake other duties delegated by the Headteacher that are appropriate to the level of the role.

Professional qualities

The Assistant Headteacher will:

- uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct;
- build positive and respectful relationships across the school community; and
- serve in the best interests of the school's pupils.

Duties and responsibilities

School culture and behaviour

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- contribute to a culture in which pupils experience a positive and enriching school life;
- uphold high educational standards for pupils from all backgrounds;

- promote staff professionalism;
- support consistent expectations of pupils' behaviour and the fair implementation of the school's behaviour policy; and
- contribute to a school culture of safety, engagement and good attendance.
- Teaching, curriculum and assessment
- Working closely with the Headteacher and Deputy Headteacher, the Assistant Headteacher will:
 - help establish and sustain high-quality, evidence-informed teaching across subjects;
 - support the effective implementation of the school's curriculum through work with subject leaders and teachers;
 - promote approaches to assessment that help teachers identify what pupils know, understand and can do;
 - work with colleagues to ensure teaching enables pupils with different needs and starting points to access and learn the curriculum; and
 - use evidence of pupils' learning to inform priorities and evaluate improvement.
- Teaching and learning leadership
- Working closely with the Headteacher and Deputy Headteacher, the Assistant Headteacher will:
 - help develop and implement the school's priorities for teaching and learning, ensuring that agreed approaches are practical, understood by colleagues and evident in classroom practice;
 - lead and contribute to professional development that responds to the needs of staff and pupils, including working directly with teachers and subject leaders to develop practice;
 - model effective teaching and provide supportive, constructive feedback that helps colleagues improve;
 - work with the Deputy Headteacher and subject leaders to identify strengths and areas for development in teaching, using a proportionate range of evidence, including pupils' work and learning;
 - support subject leaders in turning identified priorities into clear actions and checking whether those actions are making a difference;
 - help evaluate the impact of teaching and learning initiatives on staff practice and pupils' learning, refining approaches in response to the evidence; and
 - contribute to school improvement planning and reporting on teaching and learning as part of the senior leadership team.
- Organisational management and school improvement
- Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:
 - contribute to effective school systems, processes and policies;
 - fulfil their safeguarding responsibilities and contribute to the safety and welfare of pupils and staff;
 - identify barriers to school effectiveness and help develop realistic, timely improvement strategies suited to the school's context;
 - help ensure that agreed improvement strategies are implemented and evaluated; and
 - use resources effectively within the responsibilities delegated to them.
- Staff management and professional development
- Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:
 - line manage and appraise staff where this responsibility is delegated to them;
 - support and challenge colleagues constructively, with due attention to workload;

- help ensure that professional development is relevant, high quality and has an impact on practice;
- keep up to date with developments in education and apply them thoughtfully to the school's context; and
- seek professional development to strengthen their own leadership and practice.

Governance, accountability and partnership

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- work with the governing board as appropriate;
- contribute to the school's compliance with relevant requirements and statutory duties within their area of responsibility;
- work constructively with colleagues across the TrustEd Schools Partnership and other schools or organisations; and
- maintain effective professional relationships that improve educational outcomes for pupils.

This job description illustrates the general nature and level of responsibility of the role. It is not a comprehensive list of every task. The postholder may be required to undertake other duties appropriate to the level of the role.

Person Specification

Qualifications and training

Essential

- Qualified Teacher Status.
- A degree.
- Relevant professional development that has prepared the candidate for school leadership.

Experience

Essential

- A strong record of effective classroom teaching.
- Leadership and management experience in a school.
- Experience of leading improvement in teaching, curriculum or assessment beyond their own classroom.
- Evidence that their leadership has improved colleagues' practice and had a positive impact on pupils' learning.
- Experience of supporting and developing other teachers, including giving clear, constructive feedback.
- Experience of using evidence from classrooms and pupils' work to identify priorities, plan action and evaluate its impact.
- Experience of working collaboratively with subject or other school leaders to bring about improvement.

Desirable

- Experience of leading teaching and learning across a whole school.
- Experience of designing or leading professional development beyond their own department or faculty.
- Experience of line managing staff or middle leaders.
- Involvement in school self-evaluation and development planning.

Skills and knowledge

Essential

- A strong understanding of effective teaching, curriculum and assessment in a secondary school.
- The ability to turn evidence and school priorities into practical actions that staff can use in classrooms.
- The ability to model effective teaching and work alongside colleagues to develop their practice.
- The ability to lead change with energy, clarity and sensitivity, securing the commitment of colleagues and following through on agreed actions.
- The ability to evaluate the impact of professional development and improvement work on teaching and pupils' learning.
- Strong communication and interpersonal skills, including the confidence to support, challenge and hold colleagues to account.
- The ability to work strategically while remaining closely involved in the day-to-day work needed to deliver improvement.
- The ability to build effective working relationships with the Headteacher, Deputy Headteacher, subject leaders and other colleagues.

Personal qualities

Essential

- A commitment to securing the best outcomes for all pupils and promoting the ethos and values of the school.
- Professional credibility, sound judgement and the ability to build trust.
- The energy and resilience to see improvement work through.
- The ability to work under pressure and prioritise effectively.
- A commitment to maintaining confidentiality.
- A commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.
- The ability to work collaboratively as part of a team and use initiative when required.