

## Job description

<b>Post title:</b>	<b>Assistant Headteacher – Teaching and Learning</b>
<b>Salary band:</b>	L1 - 5
<b>Posts responsible to:</b>	Headteacher
<b>Posts responsible for:</b>	Curriculum and Subject Leaders / Teachers / Support staff as directed

<b>Job purpose</b>
<p>The Assistant Headteacher for Teaching and Learning is a member of the school's Senior Leadership Team (SLT), responsible for leading, shaping and sustaining high standards of teaching and learning across Elvetham Heath Primary School.</p> <p>Working closely with the Headteacher, the Deputy Headteacher and other members of SLT, the role holder will model exemplary classroom practice, drive continuous improvement in teaching, learning and assessment, and ensure that all pupils make strong progress from their starting points. The post holder will play a central role in the delivery of the school's ambitious Strategic Plan through the promotion of high expectations, reflective practice and evidence-informed pedagogy.</p> <p>The post holder will:</p> <ul style="list-style-type: none"><li>• Lead and champion outstanding teaching and learning across the school, modelling best practice and inspiring others to improve.</li><li>• Take strategic responsibility for curriculum, pedagogy and some areas of assessment.</li><li>• Drive improvements in pupil outcomes through effective staff development, coaching and mentoring.</li><li>• Contribute fully to whole-school leadership, self-evaluation and accountability.</li><li>• Support the Headteacher's overall leadership, development and management of teaching and learning for all pupils.</li><li>• Work in partnership with the Assistant Headteacher, Inclusion and Diversity to ensure the delivery of an inclusive ethos across curriculum.</li><li>• Support, develop, and lead relevant teams to secure high-quality teaching, effective use of resources, and improved standards of learning and achievement for all pupils.</li><li>• Work collaboratively within SLT to promote character education, and a culture of high expectations and mutual respect.</li><li>• Have the knowledge, skills, and authority to carry out the role effectively, including making rigorous and fair judgements on progress towards meeting priorities as detailed in the School's Strategic Plan.</li><li>• Support the headteacher's overall leadership, development and management of the learning and teaching of all pupils.</li></ul>

- Take a leading role in the monitoring and evaluation of standards across the whole school and be a leading professional actively promoting effective teaching and learning practices across the school.

### **Strategic Leadership**

- In partnership with the Headteacher and Deputy Headteacher, provide strategic leadership for teaching, learning and assessment to secure consistently high-quality practice across the school.
- Contribute to the development, implementation and review of the school's Learning and Teaching Policy.
- Ensure curriculum intent, implementation and impact are clearly articulated, ambitious and aligned with statutory requirements and the school's vision.
- Monitor, evaluate and review the effectiveness of teaching and learning using a range of evidence, including lesson visits, pupil outcomes and work scrutiny.
- Take a leading role in whole-school self-evaluation and development planning, identifying priorities and leading improvement actions.

### **Teaching, Modelling Best Practice and Raising Standards**

- Consistently model outstanding classroom practice for pupils and colleagues
- Demonstrate highly effective use of assessment to inform planning, differentiation and next steps in learning.
- Provide demonstration teaching, team teaching and professional feedback to support staff development.
- Lead initiatives to raise attainment and achievement for all pupils, including disadvantaged pupils and higher attainers.
- Promote a culture of challenge, high expectations and aspiration for pupils and staff.

### **Curriculum and Assessment**

- Oversee curriculum design to ensure coherence, progression, breadth and balance across all subjects.
- Support and challenge subject leaders to evaluate the effectiveness of their curricula and drive improvement.
- Lead the development and embedding of effective formative and summative assessment practices.
- Ensure assessment information is used intelligently to inform teaching, target support and measure impact.

### **Inclusion, Equality and Safeguarding**

- Ensure that teaching and learning meets the needs of all pupils, including those with SEND, EAL and other additional needs, working closely with relevant leaders.
- Promote equality of opportunity and inclusive practice so that every child can succeed.
- Uphold safeguarding responsibilities and ensure all practice complies with statutory guidance and school policy.
- Develop effective links with parents, carers, and external agencies to support and improve pupils' achievement and personal development.

### **Staff Development and Leadership**

- Lead high-quality professional development in teaching and learning through coaching, mentoring and CPD.
- Develop a culture of reflective practice, professional enquiry and collaboration.
- Support and challenge staff performance through appraisal and performance management processes.
- Inspire trust, confidence and commitment by leading by example and building strong professional relationships.

### **Accountability and Evaluation**

- Use data and evidence effectively to evaluate the impact of teaching and learning strategies.
- Hold self and others to account for standards, progress and outcomes.
- Report, through the Headteacher, to governors on standards, priorities and improvement actions.

### **Professional characteristics**

You will demonstrate that you are an effective professional who challenges and supports all pupils to do their best through:

- Inspiring trust and confidence;
- Leading by example;
- Engaging and motivating pupils;
- Building strong, committed teams; and
- Taking positive, decisive action to improve the quality of teaching and learning.

You will be a visible role model for outstanding teaching, learning and professional conduct.

Person Specification		
Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Educated to degree level</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of personal commitment to continuous professional development</li> <li>• Leadership course attendance within past two years</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Successful teaching experience across more than one phase</li> <li>• Proven impact on raising standards of teaching and learning</li> <li>• Experience of leading learning improvement initiatives</li> <li>• Building and sustaining effective working relationships with staff, governors and the wider community</li> </ul>	<ul style="list-style-type: none"> <li>• Experience leading curriculum or assessment across a school</li> <li>• Experience carrying out performance reviews</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Evidence of strong knowledge of effective pedagogy and curriculum design</li> <li>• A secure understanding of preparing children for statutory assessments.</li> <li>• Secure understanding of assessment for learning</li> <li>• Evidence of modelling, coaching and mentoring activity which led to sustained improvements and high-quality teaching</li> <li>• Understanding of the OFSTED framework</li> <li>• Ability to use data to drive improvement</li> <li>• Ability to challenge and inspire colleagues</li> <li>• Clear understanding and commitment to safeguarding procedures</li> <li>• Evidence of a commitment to equal opportunities</li> <li>• Experience of preparing children for end of Key Stage 2 statutory assessments.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the skills and attributes involved in effective leadership</li> <li>• Experience of preparing children for end of Key Stage 2 statutory assessments.</li> <li>• Evidenced experience of raising standards within key whole school priorities</li> <li>• Evidence of understanding of strategic management in a large school</li> <li>• Understanding of research-informed practice</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• High expectations of self and others</li> </ul>	<ul style="list-style-type: none"> <li>• A commitment to providing extra-curricular activities and an</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to take responsibility for others' performance</li> <li>• To be able to lead by example</li> <li>• Tenacity and commitment while working under pressure</li> <li>• Ability to think strategically</li> <li>• Ability to organise, prioritise and delegate</li> <li>• The ability to synthesise information quickly and effectively whilst maintaining an intensive workload</li> <li>• Ability to manage time effectively and work to deadlines</li> <li>• Good team player</li> <li>• Ability to enthuse and motivate others</li> <li>• Good communication skills both orally and in writing</li> <li>• Strong skills in working with parents as partners</li> </ul>	<ul style="list-style-type: none"> <li>• understanding of its impact upon school ethos</li> <li>• A belief in character education</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Commitment to Character Education</li> <li>• Commitment to inclusive practice</li> <li>• Commitment to pupils and the positive ethos of the school</li> </ul>	<ul style="list-style-type: none"> <li>• Governance experience / involvement with governors</li> </ul>

*This job description may be amended at any appropriate time, following consultation between the Headteacher and Assistant Headteacher, and will be reviewed annually.*