



JOB DESCRIPTION

JOB TITLE: Assistant Headteacher - Teaching & Learning **ISR L10-14**

JOB HOLDER:

LINE MANAGER: Mrs Kate White, Headteacher

DATE: September 2021

1. JOB PURPOSE:

To provide professional, strategic leadership and quality assurance for standards of Teaching and Learning. To set high expectations and aspirational targets, working with teachers and support staff to ensure teaching and learning is consistently of a high quality. To lead on professional development, performance management, recruitment and induction for all staff, including the development of professional practice through coaching and mentoring and the use of informal and formal procedures. To lead a cross-school ICT strategy group to develop technological improvements to maximise Teaching and Learning.

General Responsibilities

In addition to carrying out the professional responsibilities of a senior leader and teacher an Assistant Head will play a major role in:

- safeguarding and promoting the welfare of young people;
- formulating the aims and objectives of the school;
- establishing policies through which they will be achieved;
- leading and managing staff and resources;

Assistant Heads will:

- lead by example, modelling excellent behaviour for staff and students;
- promote high standards of attitude and behaviour among the students;
- ensure the development of all students and staff;
- promote good relationships between all staff and with parents, governors and the wider community;
- keep up-to-date with major developments in education and develop specific expertise as appropriate;
- in own lessons, model outstanding teaching and learning, seeking and promoting innovation;
- monitor the quality of teaching and learning and student achievement
- set aspirational targets;
- report to the Local Governing Board, verbally and/or in writing as required
- lead and support whole school events and functions;
- contribute to school self-evaluation and take a lead role in improvement planning;
- improve school practice through policy writing and revision;
- as team leader, line-manage and performance appraise staff;

- train and professionally develop of staff;
- undertake staff selection responsibilities, appointments and induction;
- undertake any other professional duties reasonably delegated to him/her by the Headteacher;

2. DIMENSIONS:

- Strategic direction and development of staff and students
- Monitoring teaching and learning across subjects
- Leading and managing staff
- Cross school and whole school planning and leadership

3. PRINCIPAL ACCOUNTABILITIES:

- To work in collaboration with the Senior Leadership Team to ensure outstanding leadership and management of the school
- To raise standards in Teaching and Learning by delivering improvements through coaching and mentoring approaches, and support improving practice using informal and formal procedures
- To line manage the Faculty Leaders, driving improvements to maximise educational outcomes for students and providing professional development of leaders
- To have a deep and accurate understanding of both schools' effectiveness and strategies for improvement, through the use of the Teacher Standards, data analysis, triangulation, and evaluation
- To oversee teacher development and improvement to ensure highly effective Teaching and Learning across the secondary schools using regular assessment, feedback and evaluation
- To lead, co-ordinate and deliver the cross-school CPD programme for teaching and to work with the Headteacher and other leaders to deliver appropriate CPD for non-teaching staff
- Provide strategic leadership and support for teachers new to the school, or to the profession through Teacher Induction and/or general induction (all staff)
- To lead Appraisal processes across both schools, including deriving best value from 'BlueSky' the digital platform used for staff appraisal and CPD recording and training and development for leaders and appraisees, as required.
- To be the ITT/NQT Mentor and develop, deliver and embed an RQT programme
- To share in the provision of welfare support for all staff
- To contribute to school improvement planning and delivery through leadership of assigned sections of SEF and the monitoring of outcomes in role specific areas.
- Lead by example, modelling excellent behaviour for staff and students and setting high expectations and aspirational goals to raise standards of Teaching and Learning
- Report to the Joint Governing Board, verbally and/or in writing as required
- To establish and embed a cross-school ICT development group to maximise ICT integration into learning across the secondary schools to drive digital improvements and maximise Teaching and Learning outcomes for students
- To contribute and take an active part in SLT meetings and other key meetings, as appropriate
- To oversee and evaluate budget allocation (CPD) for which you are responsible and to ensure the budget is spent in line with SIP priorities and best value principles

4. PERFORMANCE STANDARDS: *(There should be clear evidence of how the job has impacted on others and contributed to raising standards)*

- **Leadership objective**
- **Leadership objective example:** To develop and embed leadership behaviours so that there is a clear expectation and demonstration of leadership within all staff

5. ADDITIONAL INFORMATION: All teaching staff are expected to take part in coaching as part of their professional development and are encouraged to share good practice regularly so that standards may be improved across the school.

POST HOLDER:

DATE:

MANAGER:

DATE: