

Job Description

Assistant Headteacher – Teaching and Learning

Purpose:	<p>The Assistant Headteacher for Teaching and Learning is a significant senior leadership position. You will have excellent leadership qualities, creativity and energy and will work alongside the existing senior leadership team and Wessex School Improvement Team to make continued, sustainable improvements.</p> <p>The core purpose of the role is to maximise the provision of strong leadership for raising standards of Teaching and Learning in the Academy.</p> <ul style="list-style-type: none"> • Promoting the highest standards of Teaching and Learning in order to ensure the very best academic achievements in the Academy, and to create a positive atmosphere conducive to learning • Developing, leading, and managing effective strategies to further improve standards of Teaching and Learning • Coordinating Upper and Middle School liaison to support the progression of learning between all key stages • Lead the professional development of student facing staff and middle leaders • Ensuring robust induction systems are in place to support ECTs, ITT and new teaching staff • Line manage designated curriculum and pastoral areas • To carry out professional duties in accordance with the Academy Teachers' Pay and Conditions document • You will be responsible for the strategic leadership of teaching and learning to ensure continued improvement, and for interpreting and articulating its vision. • You will provide strong leadership and management, setting the highest standards of both academic aspiration and pastoral care to contribute to process and outcome above expectations for learners. • Contribute to the strategic development and planning of whole school improvement.
Reporting to:	Headteacher

<p>Key Responsibilities:</p>	<p>Strategic</p> <ul style="list-style-type: none"> As a member of the Senior Leadership Team you will be responsible for the strategic development of Teaching and Learning across the whole school (Key Stage 3, 4 and 5), in conjunction with the Wessex Learning Trust policy, ensuring all teaching staff deliver stimulating and inspiring education. <p>Teaching and Learning</p> <ul style="list-style-type: none"> Lead and support the improvement of Teaching and Learning to raise standards and achievement through quality first teaching, ensuring Teaching and Learning throughout the Academy is of the highest standard, thus ensuring outstanding achievement for all Ensure that assessment information is used to plan appropriate Teaching and Learning strategies for every student to succeed Ensure the quality of opportunity and recognition of diversity are promoted through Teaching and Learning Ensure that literacy and numeracy are reviewed, developed and embedded through Teaching and Learning Ensure the speech, language and communication strategy is embedded through Teaching and Learning Ensure the reading strategy is embedded through Teaching and Learning Ensure teachers set appropriate homework in-line with school policy to consolidate learning. Monitor homework provision and quality Embed the Academy's feedback policy to ensure that all teachers provide students with precise verbal and written feedback that shows them how to improve their work Ensure that teacher subject knowledge is secure and is updated in-line with new curriculum requirements Liaise with Subject Leaders to ensure that schemes of work and curriculum maps are sequenced, challenging, outline key concepts and vocabulary and facilitate progress for all Oversee and organise systematic observations, learning walks, work scrutinies and student voice Lead and develop a coaching programme to support improvements in Teaching and Learning To chair the Teaching and Learning group which bringing innovation to the classrooms Challenge underperformance, and utilise effective improvement strategies Where required, support individual staff with positive behaviour management strategies Ensure middle leaders rigorously track the quality of Teaching and Learning and take appropriate action to make improvements Oversee the quality assurance of monitoring whole school Teaching and Learning Be the strategic lead for CPD including Teaching and Learning briefings, school INSET and leadership development Maintain up-to-date records of CPD undertaken by staff (using the BlueSky system), and monitor the impact of training and support Coordinate and evaluate the programme of remote learning
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<p>Leadership</p>	<p>Leadership</p> <ul style="list-style-type: none"> • Lead a positive culture and ethos to secure sustained improvements and prepare students for next steps • Work in collaboration with Senior and Middle Leaders to ensure improved progress of Teaching and Learning • As a member of the Senior Leadership Team, you will contribute to the day-to-day leadership of the school reporting to the Headteacher and accountable to the Director of Learning of the Wessex Learning Trust for school improvement. • Uphold the Christian distinctiveness and ethos of the Academy • Contribute to the preparation, implementation and monitoring of the Academy's priorities and other improvement plans • Attend all relevant associated meetings as required • Support the work of the Local Governing Body, and be accountable to the Standards and School Improvement Committee. • Ensure evidence and records for an Ofsted inspection are regularly updated • Ensure safeguarding and health and safety regulations are observed, with safe working practices followed <p>The Academy recognises that the following skills are required for this post:</p> <p>Leading</p> <ul style="list-style-type: none"> • Flexibility: the ability and willingness to adapt to the needs of a situation • Accountability: the drive, resilience and ability to set clear expectations and parameters • Leadership: the drive and ability to provide clear direction to students and staff, and to enthuse and motivate them • Passion for learning: the drive and ability to support students in their learning, and to help them become confident, independent, aspirational learners • Motivational: the drive and ability to inspire staff in their professional learning, supporting reflective practice • Inspirational: lead from the front <p>Relating to others</p> <ul style="list-style-type: none"> • Influential: the ability and the drive to produce positive outcomes by role modelling and influencing others • Collaborative: the ability to work with others to achieve shared goals • Empathic: the drive to lead with emotional intelligence • Reflective: lead personal and professional development <p>Developing people</p> <ul style="list-style-type: none"> • Encourage staff to work together and share expertise within and across teams • Coach colleagues to achieve their full potential • Teach a subject in the main school timetable, using this to model good practice and credibility
<p>Salary/Grade</p>	<p>Leadership Scale Range 12 – 16</p>

Additional duties and information	<p>The responsibilities outlined in this job description are in addition to those covered in the generic teachers' job description. Senior Leaders make a significant and sustained wider contribution to the Academy.</p> <p>The Wessex Learning Trust and Kings Academy are committed to safeguarding and promoting the welfare of students and staff. All staff working within the Wessex Learning Trust are expected to share a commitment to this. You will be expected to lead, follow, and promote the procedures in the child protection policy and report any concerns.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The postholder will be expected to comply with any reasonable request as directed by the Headteacher to undertake work of a similar nature that is not specified in this job description. This may include being the Headteacher's representative for meetings and events.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress.</p> <p>This job description is current at the date shown but will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Academy.</p>
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Person Specification

Assistant Headteacher

[illegible]

- A good sense of humour and the ability to remain calm under pressure
- Excellent punctuality and attendance
- A can-do attitude

Strategic Direction – Leadership and Management

Essential

- Have an ambitious Vision for school improvement.
- Identify future problems and suggest solutions
- Be able to support the Headteacher in developing a broad range of strategies for improvement
- Be able to prioritise, be efficient and meet deadlines
- Be an effective team player with the capacity to lead and influence others
- Set high expectations and challenge underachievement whilst retaining a positive and encouraging working relationship

Desirable

- Experience of budget, finance, HR and operations

Experience

Essential

- Evidence of whole school impact in a secondary school
- Evidence of successful team leadership
- Evidence of having led and implemented change
- Evidence of engaging effectively with parents/carers
- Evidence of significantly improving achievement levels of young people

Desirable

- Experience of working with the wider community

Application
form/interviewApplication
form/interview