**Long Stratton High School**

Job Description

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| **Name:** |  |
| **Job Title:** | Assistant Headteacher – Teaching, Learning & Curriculum |
| **Salary range or job grade:** | Leadership Scale 12-16 |
| **Responsible to:** | Headteacher |
| **Responsible for:** | Quality of Teaching and Learning, whole school curriculum and home learning development. To have oversight of all trainees and NQTs whilst leading and supporting the development of teaching and learning |
| **Effective Date:** | September 2021 |

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| Role and Context | |
| Job Purpose: | To lead and manage school curriculum, assessment and home learning development. Oversee the support for Trainees, and Newly Qualified Teachers. Lead and support the development of teaching and learning across the school. To design and deliver robust and challenging CPD that has a demonstrable impact upon improving standards in teaching and learning and improved outcomes. |
| **Dimensions** | Approximately 630 High school students. The role includes Line management responsibilities. |
| **Relationships:** | Works closely with:   * SLT * Extended Leadership Team * Executive Team * All teaching and non-teaching staff, pupils, parents, LGB and Trust Board |
| **Other Job Information:** | The jobholder will need to be DBS approved.  The post holder will be expected to fulfil the Teachers’ professional standards. |

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| **Principal Accountabilities** | |
| The purpose of this post is to continue to raise standards within the school. | |
| **1.** | To lead and support the development of teaching and learning across the school and provide direct support for underperforming staff. |
| **2.** | To lead on curriculum developments ensuring it is fit for purpose and delivering the best possible outcomes including appropriate transition between the key stages. |
| **3.** | To determine the school’s strategy for the support, success and development of ITTs and NQTs, including the early career framework, and to be responsible for its effective delivery. |
| **4.** | To determine and deliver the whole school learning strategy (including home learning) for KS3 and KS4 |
| **5.** | To have strategic ownership of the school’s timetable and manage the school KS4 option arrangements |
| **6.** | To positively contribute to the functions of the SLT including whole-school improvement, self-evaluation and successfully deliver delegated strategies. |
| **7.** | To report to the Headteacher, LGB and Trust on all aspects of academic performance. |
| **8.** | To improve the school’s Ofsted judgements for Quality of Education. |
| **9.** | To line manage named curriculum areas and be responsible for their performance. |
| **10.** | To line manage the SENDCo and be responsible for their performance. |
| **11.** | To represent the school’s vision and ethos in everything you do. |
| **12.** | To carry out any other reasonable requests as directed by the Headteacher. |
| **Key Performance Indicators**   * Quality Assurance measures within the school. * Attainment and progress of pupils * Parental and student feedback | |

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| **Key Competencies** |
| **Self Management**  Manages personal priorities, pressures and workload in an efficient and effective way |
| **Self Development**  Seeks feedback on their performance and takes appropriate actions to improve |
| **Communications**  Listens to and communicates clearly with individuals and groups to help mutual understanding |
| **Equality and Diversity**  Is constantly mindful of equality and diversity issues in providing services, and seeks to avoid discrimination |
| **Self Awareness**  Understands their own behaviour, is aware of how it impacts on others, and can modify their approach accordingly |
| **Analysis and Judgement**  Identifies and solves problems ensuring connections are made with related issues and involves others in the process |
| **Flexible and Adaptable**  Develops and maintains constructive relationship which contribute to teamwork and achieving objectives |
| **Customer Focus**  Actively seeks out, listens to and builds on evaluation and feedback from staff, pupils and parents. |
| **Proactive Approach**  Champions new initiatives in support of strategic objectives and encourages change. |

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| **General Information:**   * The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. * All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. * Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. |
| **Date:** |