

Job Description Assistant Headteacher Teaching Learning and Curriculum L12 - 16

CONTEXT

To contribute to the development of a strong, effective Academy with an emphasis on high aspirations and attainment. Demonstrate belief in the role of the Academy in developing citizens for the future. Have a commitment to education and the needs and rights of all students. To develop supportive relationships with staff, parents, partner Academy's and the broader community. To contribute towards the development of collaborative working across the Trust.

To meet the professional standards for teachers at the relevant skill level descriptor. To carry out duties of a teacher in accordance with the provisions of the School Teachers' Pay and Conditions Document.

Reports to: Deputy Headteacher

The Role:

Take a lead role on raising standards through strategic leadership of/through:-

- Curriculum intent ensuring that the whole school, and subject, curriculum matches our ethos and values.
- Communication of curriculum to pupils, parents and the community.
- Literacy, reading and oracy throughout the curriculum.
- Design of the curriculum with regard to memory, knowledge, skills and assessment
- Schemes of learning to ensure progression, that builds from components to a composite model of learning.
- Feedback to students.
- Curriculum planning and design.
- Personalised learning opportunities for all children through the development of new technologies.
- To ensure that, the standards of teaching and learning within school are consistently outstanding by being at the cutting edge of development in their subject, modelling and sharing good practice.
- Develop strategies for excellent teaching and learning and embed them across school, leading to consistently high student achievement.
- Undertake research into best practice and draw upon it to ensure that teaching and learning within school is at the cutting edge, with corresponding impact upon student achievement.
- Develop and enhance the teaching practice of others (including actively coaching and directing support).
- To deliver school to school support in the region.

General duties and responsibilities:

- Actively support and contribute to the ethos of the Academy.
- To be an active member of the Senior Leadership Team, with a visible presence, modelling expectations to staff and pupils.
- In collaboration with the Headteacher and Leadership Team, identify and plan for future needs.
- Contribute to the day to day running of the Academy, eg: Duties; supervision, callout.
- Support a culture and team ethic to secure at least expected levels of progress
- Prepare and deliver assemblies.
- Determine policies, lead in their implementation and monitor their operation.
- Provide support for all members of staff.
- Promote good, effective working relationships between all members of the staff community.
- To promote high standards in conduct and enforce Academy rules.
- To liaise with parents over matters of concern regarding their child.
- To advise on the appointment of new staff and assist with selection as required.
- To link with and oversee departments and year groups as required.
- To play a key role in formulation of the SEF.
- To carry out regular lesson observations, learning walks, drop in sessions and work scrutiny as part of the Academy's quality assurance and appraisal system.

Teaching and Managing Student Learning – Ensure:

- Appropriate teaching and learning methods to meet the needs of different pupils.
- Pupils are challenged in their lessons and that work is provided at an appropriate level for all individuals.
- The use of appropriate teaching and learning strategies will raise the personal and educational achievement of individual pupils.
- Development of a wide range of enrichment activities.

Assessment and Evaluation

- Support in the analysis and interpretation of relevant national, local and Academy data, research and inspection evidence to inform policies, practices, expectations, targets and personal and educational development methods.
- Maintain clear policies and practices for assessing, recording and reporting on pupils' personal and educational achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement.
- Ensure that information about pupils' personal and educational development in previous classes is used effectively to secure good progress.

Student Achievement

- Use data effectively to identify pupils who are under achieving and, where necessary, create and implement effective plans of action to support those pupils.

- Use clear and appropriately challenging targets for pupils' personal and educational development, and evaluate progress and achievement by all pupils.

Managing own performance and development

- Model high levels of integrity and be able to contribute to a cohesive team based on mutual respect.
- Prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching, management and involvement in Academy development as a leader
- Achieve challenging professional goals
- Take responsibility for their own professional development.

Managing and Developing Staff and other Adults

You will be expected to:

- Help staff to achieve constructive working relationships with pupils, remaining positive and leading by example.
- Provide support to teachers and other staff in developing their expertise and classroom exposition.
- Develop constructive working relationships with staff, devolving responsibilities and delegating tasks where appropriate. Evaluating practice and developing an acceptance of accountability.

Other Professional Requirements

- Attend and participate in Academy meetings.
- Take an active part in the Academy life.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holders professional responsibilities and duties.

March 2023