



# Hall Park Academy

## Assistant Headteacher (Teaching & Learning and Quality Assurance)

### Job Description

**Location:** Hall Park Academy, Mansfield Road, Eastwood, Nottinghamshire, NG16 3EA

**Salary:** Redhill Academy Trust Pay Scale, L12 - 16

**Hours of work:** Full time

**Responsible to:** Headteacher

### Job Summary

To take overall responsibility for development of teaching and learning and quality assurance across the school.

### General Duties

- Teaching in an appropriate area within the school
- Working in accordance with the school's curriculum statement and policies
- Being actively involved in curriculum review and development
- Contributing to all general leadership team duties and rotas including on-call, dinner duties, detentions etc.
- The monitoring and development of Teaching and Learning

### Specific Duties

- Responsibility for the management, tracking and evaluation of Continuing Professional Development
- Promotion and development of learning and teaching across the school
- Lead on school-wide quality assurance
- Development of the school's coaching programme
- Oversight of ECT support and development / ITT and the co-ordination of the school's partnership activities with Redhill Teaching Hub
- Line management responsibilities for named faculties and House systems
- Line management of the SENDCO



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Person Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"><li>• Degree or equivalent</li><li>• Qualified teacher</li></ul>	<ul style="list-style-type: none"><li>• Further relevant qualifications</li></ul>
Experience of ...	<ul style="list-style-type: none"><li>• Successful teaching across the 11-16 age and ability range</li><li>• Effective team leadership in a secondary school</li><li>• Leadership of teaching and learning initiatives</li><li>• Leading a whole school initiative</li><li>• Strategic planning at department level</li><li>• Leading and managing change</li><li>• Mentoring and supporting colleagues</li><li>• Evaluating the classroom practice of colleagues</li><li>• Recent participation in relevant INSET</li></ul>	<ul style="list-style-type: none"><li>• Successful teaching of post-16 students</li><li>• Working in a secondary school at senior or middle management level</li><li>• Providing staff development and INSET opportunities for others</li><li>• Effective use of ICT within the classroom</li></ul>
Knowledge of ...	<ul style="list-style-type: none"><li>• Innovative ways of raising student achievement</li><li>• Recent developments in teaching and learning</li><li>• Effective quality assurance systems in schools</li></ul>	
Skills	<ul style="list-style-type: none"><li>• Excellent teacher with strong classroom management skills</li><li>• Effective team member</li><li>• Excellent interpersonal and communication skills</li><li>• Excellent organisational skills</li><li>• Ability to prioritise effectively</li><li>• Ability to work under pressure</li></ul>	

	Essential	Desirable
Qualities	<ul style="list-style-type: none"><li>• Innovative</li><li>• Highly respected by students and colleagues</li><li>• Energy, drive and enthusiasm</li><li>• Sense of humour</li><li>• Constructively self-critical</li><li>• Ambition for self and students</li></ul>	