

## Assistant Headteacher - Teaching, Learning and Assessment Job Description and Person Specification

**Post:** Assistant Headteacher - Teaching, Learning and Assessment

**Responsible to:** Headteacher

**Salary:** £62,094 to £68,262 per annum Leadership Point Range 11 to 15

**Staff Supervised:** Classroom practitioners

**Responsible for: Teaching/learning**

**Contract:** Permanent 1.0 FTE

### **Core Purpose of the Job**

- 'Children first, staff always'.
- Assist and support pupils to make good progress - academically, socially and emotionally.
- Strategic development of the school as well as the effective management of the school's operational functions subject to the direction of the Headteacher.
- To make a significant contribution to the core purpose of our school which is to ensure that all our pupils achieve their best academic potential.
- As part of the Senior Leadership Team (SLT), is expected to take a leading role in promoting high standards, good progress and attainment for all children.
- A key drive committed to the school vision and values.

### **General Duties and Responsibilities:**

- To actively promote the school's teaching and learning policy.
- To lead by example and be a consistently excellent classroom practitioner with high expectations.
- To have an excellent knowledge and understanding of the key teaching and learning aspects across the school.
- To have a good understanding of the levels of attainment across the school and how to plan lessons to meet these levels.
- To coach, support and advise other colleagues in relation to teaching and learning.
- In conjunction with the Deputy Headteacher and AHT/Inclusion support the teams produce differentiated and inclusive lesson plans identifying learning outcomes and success criteria in which Learning Support Assistants are fully engaged.
- Play a key role in developing the curriculum in classrooms working in collaboration with the Deputy Headteachers.
- In collaboration with the SLT, monitor teaching and learning across the school.
- To utilise knowledge and understanding of new developments and initiatives when considering their impact on teaching and learning in the school.
- To keep colleagues informed of new developments by leading team training and recommending external courses to the Headteacher to support the appraisal process.
- Manage CPD opportunities in order to develop the professional expertise of the team, including supporting colleagues with planning when required.

- To ensure that data is used effectively in order to further improve the quality of teaching and learning.
- Actively monitor and follow up child/group progress.
- Monitor and evaluate data to identify trends in performance and issues for development as part of the SEF and SDP.
- Produce and analyse reports on pupil performance, including the use of assessment data, behaviour, attendance and achievement, including reporting to governors.
- To liaise with government assessment agencies, for example, ordering SATs papers.
- Manage timetabling across the school.

### **Other Responsibilities**

- To deputise for the Headteacher in her absence, if required.
- Contribute to reviews, school development plan and formal reports to Trustees and Community Councillors including reports on curriculum and pupil progress.
- Updating any appropriate policies.
- Being a role model for both pupils and staff and being a presence around the school.
- To take an active role in the school performance management system to review own progress and set targets for future development.
- Assist in the implementation of the school's Collective Worship schedule

### **Professional Attributes**

- The ability to consistently model the vision, values and ethos of the school.
- The ability to work effectively within SLT and take collective professional responsibility.
- Effective communication with parents, pupils, staff, Trustees and Community Councillors.
- The ability to analyse complex situations and to plan appropriate courses of action.
- Ability to plan, organise and prioritise so that time is used effectively.
- Encourage ideas from other people
- Ability to plan ahead, identify problems and offer solutions.
- An ability to listen, reflect and have the capacity to be flexible.
- An awareness of recent trends and developments in education.
- A commitment to continuing own professional development.
- The ability to manage online systems.
- The ability to be a lead learner.

### **Personal Attributes**

- A passion to improve teaching, learning and children's outcomes
- Ability to form good relationships with pupils, colleagues and parents.
- Ability to adapt leadership and coaching styles based on staff needs.
- Ability to work as part of a team and independently.
- Stamina, resilience and optimism in the face of challenges.
- Honesty, integrity, courage and conviction.
- Attention to detail.
- Decisiveness, consistency and an ability to focus on solutions.
- Ability to deliver a consistent approach with regards to discipline
- A good sense of humour.

### **Expectations of all Staff**

- Be honest, positive, kind, cheerful and enthusiastic.
- Promote the school.
- Be punctual at all times.
- Be approachable at all times.
- Be polite and courteous.
- Lead by example
- Speak to SLT openly and honestly about strengths and challenges.
- Follow school policies, timetables
- Be smart at all times.
- Work in teams to create a secure, stimulating environment in which all children can flourish.
- Keep the canteen and playground clean (ensure all play equipment is stored safely at end of session)
- Ensure that all resources and equipment are accessible to all pupils.
- Encourage children to take pride in their environment.
- Be fair to all.
- Not to show favouritism to individuals.
- Actively listen to children.
- Talk in an appropriate level and tone of voice.
- Deal with all incidents with initiative, tact and sensitivity.
- Maintain good relationships with parents by responding to queries within 2 days.
- Respect confidentiality by conducting professional discussions in private – away from visitors, pupils and parents.

This job description is not your contract of employment, or any part of it. It has been prepared for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. This document will not be altered without consultation once it has been signed. It will be reviewed annually.

The post holder will be expected to work in partnership with all school staff including the Senior Leadership team, parents/carers, internal and external visitors and members of The Elliot Foundation Academies Trust to provide an efficient and flexible delivery of a range of services. The post holder may be expected to undertake any other reasonable duty as directed by the Senior Leadership Team including the Headteacher.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not be identified. Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. This post is subject to Enhanced Disclosure procedures. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Headteacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Assistant Headteacher  
- Teaching, Learning and Assessment  
Person Specification**

<b>Qualifications, Knowledge, Skills and Experience</b>	<b>Essential Qualities</b>	<b>Desirable Qualities</b>
Qualified Teacher Status (QTS)	✓	
A proven track-record working as an excellent teacher in the last three years.	✓	
Previous experience in leading the practice of others through coaching or through delivering training, and leading/managing a team (demonstrating and articulating a clear vision to all others)	✓	
Specialist knowledge: <ul style="list-style-type: none"> <li>• A proven knowledge of the changing national education agenda</li> <li>• Strong understanding of statutory educational frameworks, including Child Protection and Special Educational Needs</li> </ul>	 ✓ ✓	
Knowledge and understanding of the importance of the safeguarding of children within a school setting	✓	
A good understanding of rapid school improvement with the ability to drive change.	✓	
Analytical Skills <ul style="list-style-type: none"> <li>• Ability to assimilate large amounts of information in order to make effective decisions in the best interests of pupils and staff</li> <li>• Ability to use data and strategic information to improve the quality of teaching and raise pupil achievement</li> </ul>	✓	
A clear understanding of the statutory requirements and processes relating to teaching and learning.	✓	
Excellent organisational and administrative skills, with a commitment to ensure high standards at all times.	✓	
Ability to inspire and motivate staff and pupils and retain the trust of parents	✓	
The ability to work under pressure, prioritise tasks appropriately and to meet deadlines.	✓	
Experience of managing staff, undertaking appraisals and supporting CPD to achieve common objectives.	✓	
Excellent interpersonal, oral and written communication skills, with the ability to remain impartial and work sensitivity, observing and	✓	

maintaining confidentiality appropriately.		
Reliable and resilient, with the ability to be flexible and adapt to changing workloads.	✓	
Confident, driven, aspirational, ambitious, ability to work independently, working effectively as part of a team.	✓	
Willingness to play a part in the wider life of the school e.g. school community events and Elliot Foundation Academies Trust events.	✓	
Willingness to engage in further continuing professional development (CPD); to undertake relevant training and keep knowledge up to date.	✓	