



**SIR JOHN NELTHORPE SCHOOL**

*A Community Empowered*

RESPECT - RESILIENCE - INTEGRITY



## JOB DESCRIPTION AND PERSON SPECIFICATION

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| <b>Job Title:</b>                                   | Assistant Headteacher – Teaching & Learning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Scale:</b>                                       | Leadership Scale 12 – 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Purpose of role:</b>                             | <ul style="list-style-type: none"><li>• To carry out the duties of a School Teacher and aspects of those duties associated with a leadership payment, in line with an Assistant Headteacher as set out in this document and in the current School Teachers' Pay and Conditions Document.</li><li>• To promote and model the ethos of the School</li><li>• To provide high quality strategic and operational leadership for teaching and learning across all key stages</li><li>• To raise standards of achievement, close attainment gaps, and ensure academic excellence for ALL pupils, particularly the most vulnerable</li><li>• To contribute to ensuring that the key priorities of the school are supported through providing strategic support and input as a member of the extended Senior Leadership Team.</li><li>• To actively deliver teaching to the lower ability English &amp; Mathematics groups, modelling outstanding pedagogical practice and intervention.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Line Manager:</b>                                | Deputy Headteacher (Curriculum & ARR)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Main leadership duties and responsibilities:</b> | <ul style="list-style-type: none"><li>• Strategic Leadership of Teaching &amp; Learning</li><li>• Lead on the design, implementation and evaluation of an ambitious, evidence-informed whole-school teaching and learning strategy</li><li>• Embed research-led pedagogical practices (such as cognitive science, retrieval practice, and high-impact adaptive teaching) across all faculties</li><li>• Work collaboratively with Heads of Faculty to ensure the curriculum is rigorously adapted, sequenced and accessible to the weakest academic pupils</li><li>• Contribute to the School Self-Evaluation (SEF) and School Development Plan (SDP) leading on aspects related to the quality of education</li><li>• Communicate regular progress updates to SLT colleagues and wider staff.</li><li>• Ensure consistent implementation of all policies and take a lead role in reviewing the effectiveness of the Teaching &amp; Learning policy.</li><li>• Design and deliver a high-quality, continuous professional development (CPD) programme for all teaching staff.</li><li>• Lead the school's instructional coaching and peer-mentoring programmes to raise the standard of daily classroom instruction across all faculties.</li><li>• Contribute to whole school leadership and strategic development by attending SLT meetings and governor meetings.</li><li>• Uphold the standards of behaviour and conduct expected of staff and pupils within the school.</li></ul> |



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|                                                                                | <ul style="list-style-type: none"><li>• Engage proactively with the School Appraisal Policy, supporting the appraisal process, linking staff development targets to whole-school improvement.</li><li>• Lead and support rigorous, supportive quality assurance systems, including lesson drop-ins, work scrutiny, and pupil and stakeholder voice, to evaluate the standard of teaching.</li><li>• Use school data to monitor the impact of teaching by analysing the progress of key pupil cohorts (including SEND and disadvantaged pupils) and ensure timely, high-impact academic interventions and strategies.</li><li>• Provide regular evaluative feedback to Senior Leadership Team (SLT) colleagues and the Governing Body on the impact of teaching and learning initiatives.</li><li>• Provide a link SLT line management role for at least one designated faculty/area</li><li>• Maintain positive attitudes towards health and well-being in self and colleagues</li><li>• Assist the Headteacher and SLT colleagues in their wider responsibilities as required</li></ul> |
| <b>Finance and resources</b><br><b>Supervision</b><br><b>Health and Safety</b> | <ul style="list-style-type: none"><li>• Securely manage the delegated budget for whole-school Teaching and Learning and professional development.</li><li>• Management of a significant number of staff</li><li>• Management of physical resources within the designated leadership area/s</li><li>• Supervise and monitor the quality and quantity of the day to day work of a significant number of staff within the designated leadership area/s</li><li>• The post holder must carry out his/her duties with full regard to the School's Health and Safety procedures.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Core and role-specific competencies</b>                                     | <ul style="list-style-type: none"><li>• As listed in the current Teacher Standards</li><li>• Teach designated lowest/lower-ability pupil groups in both English and mathematics, acting as a lead practitioner in foundational literacy and numeracy.</li><li>• Model exceptional quality first teaching, positive behaviour management, and adaptive teaching strategies for other teaching and support staff.</li><li>• Work closely with Area Leaders for English and maths (including the Learning Mentors in these areas) to ensure small-group interventions are seamlessly aligned with classroom teaching.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



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## JOB DESCRIPTION AND PERSON SPECIFICATION

Person specification

How measured during the recruitment process:

A = Application Form, R = Reference, I = Interview, T=Task, P= Presentation

|                                    | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Desirable                                                                                                                                                                                                                                      |
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| <b>Skills</b>                      | <ul style="list-style-type: none"><li>• Excellent knowledge of DfE and School Policies and Procedures (A/I)</li><li>• Exemplary classroom practitioner(R)</li><li>• Exceptional teaching ability across both English and Mathematics at a foundational level (A, I, R)</li><li>• Interpersonal skills/people management (R)</li><li>• Leadership/management of staff &amp; resources (A, I, R)</li><li>• Communication</li><li>• IT, written &amp; verbal (A, I)</li><li>• Monitoring and evaluation of lessons (A, I, R)</li><li>• Proven record of achievement (R)</li></ul> | <ul style="list-style-type: none"><li>• More than one previous school. (A)</li><li>• Budget management (I)</li></ul>                                                                                                                           |
| <b>Knowledge and understanding</b> | <ul style="list-style-type: none"><li>• To carry out your duties and responsibilities in accordance with the framework of professional standards for teachers (A, I)</li><li>• Qualified Teacher status (A)</li><li>• Competences as set out in the "Teacher's Standards" (A, I, R)</li><li>• Thorough knowledge of DfE and School Policies and Procedures. (A, I)</li></ul>                                                                                                                                                                                                   | <ul style="list-style-type: none"><li>• Finance &amp; Personnel issues(A,I)</li><li>• Health and Safety issues(A,I)</li><li>• Special Educational Needs(A,I)</li><li>• National strategies(A,I)</li><li>• Personalised learning(A,I)</li></ul> |



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| <p><b>Experience</b></p> <p><b>Qualifications</b></p> <p><b>Working arrangements</b></p>                                                                                                                                                                                                                                                                                              | <p><b>It is essential that the post holder has:</b></p> <ul style="list-style-type: none"><li>• Responsibility in the primary (key stage 2) or secondary phase, for delivering English and/or maths, evidenced by a proven record of achievement. (A)</li><li>• Qualified Teacher Status (A)</li><li>• Exemplary attendance record (A, R)</li></ul> <p><b>and is committed to:</b></p> <ul style="list-style-type: none"><li>• Raising the attainment and achievement of ALL pupils and closing gaps (A, I)</li><li>• Rigorous performance management/appraisal (A, I)</li><li>• Professional development of ALL staff (A, I)</li><li>• Embracing and actioning change (A, I)</li></ul> <p>The post holder will meet requirements of Enhanced Disclosure DBS</p> <p><b>It is desirable that the post holder has:</b></p> <ul style="list-style-type: none"><li>• Experience of working in more than one previous school (primary or secondary)</li><li>• A recognised degree</li></ul> |
| <p><b>Other Duties</b> - The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post. For example, movement within the separate Assistant Headteacher roles.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |