

## Job Description – Assistant Headteacher (Teaching & Learning)

Post Title	<b>Leadership Scale L11 - L15</b>
Overall Purpose	<ul style="list-style-type: none"> <li>To assist the Headteacher in leading, motivating and enabling staff to provide the highest standard of education for all students;</li> <li>In conjunction with the Headteacher and other Senior Leaders, to provide the vision and effective leadership that will enable the school to develop further;</li> <li>Work tirelessly to promote and maintain outstanding teaching and learning throughout the school.</li> <li>To ensure an optimum level of student progress.</li> <li>A teacher as set out in the School Teachers Pay and Conditions Documents and the relevant Professional Standards.</li> </ul>
Responsible to	Headteacher, Deputy Headteacher
Responsible for	Heads of Faculty and Heads of Subject as required
Responsibilities	<ul style="list-style-type: none"> <li>Lead the development and implementation of the school's teaching and learning strategy in collaboration with SLT and the Heads of Faculty.</li> <li>Provide support and leadership to heads of faculty and heads of departments to enhance teaching quality.</li> <li>Continuously evaluate the quality of teaching and learning.</li> <li>Develop and implement strategies to improve student learning and outcomes.</li> <li>Stay updated with educational research, best practices and trust-wide initiatives to inform teaching strategies.</li> <li>Organise and develop coaching for all teaching staff.</li> <li>Encourage innovative teaching methods and integration of technology including supporting the successful implementation of Project ERA.</li> <li>Lead and develop staff professional development</li> </ul>
Main Duties	<p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>Identify professional development needs and organise relevant training.</li> <li>Lead and organise school-based INSET.</li> <li>Work closely with the lead teacher(s) for ITT and ECT, ensuring that our school-based teacher education is excellent.</li> <li>Play a lead role in ensuring that high standards of teaching and learning are ubiquitous across the school; work closely with the lead teacher(s) for quality assurance of teaching and learning, conducting joint learning walks and ensuring consistency.</li> <li>To champion excellent practitioners within the school and ensure that good practice is shared.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Be an active participant in the trust AHT teaching and learning group.</li> <li>• Organise the coaching group and allocate coaches appropriately.</li> <li>• Ensure that student voice is integral to future teaching and learning development.</li> <li>• Work closely with the Assistant Headteacher for Achievement in monitoring student progress and ensuring all teachers, departments and faculties are fully aware of their teaching and learning strengths and areas for development.</li> <li>• Line manage middle leaders as required.</li> <li>• Liaise with external agencies as appropriate.</li> <li>• To lead from the front and model excellent teaching practice with your own classes.</li> </ul>
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The work of schools changes and develops continuously, which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on teachers' terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.

Whilst the main duties and responsibilities of the post are set out above, each individual task to be undertaken has not been identified. Teachers will be expected to comply with any reasonable request from their line manager to undertake work related to teaching and learning that is not specified within this job description and which is commensurate with the level of the post.

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