

## JOB DESCRIPTION 2017

**Job Title:** Assistant Head, Teaching and Learning

**Reports to:** Deputy Head Academic Studies

**Manages:** Leader of Learning Technologies

**Department:** Teaching

**Hours per week:** Full time

### Key Working Relationships

Head  
Deputy Head  
Deputy Head, Academic Studies  
Head of Sixth Form  
Head of Middle School  
Head of Fryer  
Academic Management Team  
Heads of Department  
SENCO/ Head of ILC  
Leader of Learning Technologies

### Job Summary

The Assistant Head, Teaching and Learning is responsible to the Deputy Head Academic Studies for the monitoring of the Heads of Department and through them for the effective teaching and learning throughout the school. Crucial will be the ability to lead the development of strategy and good practice in teaching, learning and monitoring the quality of the academic departments to ensure the consistent delivery of high quality teaching and learning.

### Duties and responsibilities

- Provide staff with the knowledge and skills to plan and deliver outstanding lessons.
- Development of learning initiatives through the school such as Assessment for Learning, habits of mind, developing a learners' toolkit, etc. Research these learning approaches, and attend appropriate courses
- Develop, with the Deputy Head Academic Studies a learning strategy for pupils from Year 7 to 13. Organise INSET to progress this among the staff.
- Develop with the Deputy Head Academic Studies and the Leader of Learning Technologies strategies to integrate and develop the potential of ICT to enhance the teaching and learning throughout the school
- Sit on and contribute to the Academic Management Team meetings
- Focus on assessment procedures to ensure they are effective.
- Liaise with the SENCO and Head of EAL to ensure a high standard of support is available to those students requiring it
- Attend all academic parents evenings to liaise with parents and pupils over academic progress and the tracking and monitoring process
- Implement the School's policy for the assessment, recording and reporting of pupil progress, based on regular assessments and reports.
- Regularly sample pupil work and conduct pupil surveys in order to monitor the

effectiveness of prep and marking/ feedback, including regularly reviewing these policies and consistency of application.

- Oversee the Fryer Prep Project timetable together with the Head of Fryer
- Organise and run the internal examinations process for Years 7-10, including organizing the exam timetable, rooming, invigilation and the communication of results to parents
- Provide reports on Teaching and Learning developments to T5, AMT, Heads of Department and Governors
- To teach classes as required at a reduced timetable

#### **More Able Students**

- Organise and publish the More Able Register
- Responsible for the enrichment programme for Oxbridge and Medicine for Sixth Form students aiming for Oxbridge studies/medicine/other competitive universities

#### **Continual Professional Development (CPD) programme:**

- Develop innovative ways to research, share and embed effective classroom practice.
- Work with the Deputy Heads to personalize the CPD process to meet the individual needs of staff; thus increasing the impact their practice has on student progress.
- Identify and procure the support of both in-house and external expertise to meet the training needs of the school's Teaching and Learning agenda
- Monitor progress of NQTs (Induction Co-ordinator), and PGCE students who are working in the school
- Contribute to the whole school appraisal/ teacher review as directed by the Head

#### **Working with colleagues to support the school's Teaching and Learning agenda:**

- Support Heads of Department in accurately reviewing and evaluating their departments to inform future areas for improvement in Teaching and Learning.
- Coordinate and advise teachers needing extra support in the classroom and offer coaching as required.
- Meet regularly with the Leader of Learning Technology to review and plan innovation and use of technology in the classroom
- Responsible for the upkeep and development of the Nebula, Vade Mecum and Staff Portal

#### **General**

- To attend regular school, administrative and staff meetings where appropriate, as well as Collect and Meeting for Worship during term time
- To undertake any other reasonable duties at the request of the Head or Governors
- Deputise for the Deputy Head to produce the daily cover needs

#### **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

#### **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

**Safeguarding and Child Protection**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

**Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

**Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

**Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.