

**JOB DESCRIPTION**

**Assistant Head: Teaching and Learning**

This is a significant new role within the Senior Management Team, responsible for developing the overall quality of pupil achievement and learning across the whole College (Prep and Senior). The successful candidate will teach a reduced timetable and be involved in the co-curricular life of the College. Please note the Job Description below is by no means exhaustive.

**JOB PURPOSE:** To work as part of the Senior Management Team:

* To take the lead in improving the quality of teaching and learning across the College
* To take the lead in improving the quality of assessment and feedback across the College
* To ensure the effective development of ‘best practice’ across all spheres of academic teaching and learning
* To take the lead in developing a more effective culture of independent learning and study across the Senior School
* To take a lead in tracking pupil achievement, and academic interventions

**RESPONSIBLE TO**: The Headmaster

**KEY RESPONSIBILITIES:**

1. Lead the development, implementation and monitoring of teaching and learning strategies for improving outcomes
2. Monitoring and quality-assuring teaching and learning across the whole school to ensure excellent outcomes for pupils
3. Developing creative ways to disseminate best practice amongst the school community
4. Ensuring that school academic policies are updated, and followed consistently across all academic departments
5. Lead regular work scrutiny and monitoring of assessment across the college
6. Maintaining the good order, behaviour and academic discipline of the school
7. Collectively monitoring the work of all academic departments, which may involve observing academic lessons and undertaking department reviews
8. Working with the Deputy Heads, updating the relevant areas of the school’s self-evaluation form for ISI on an annual basis and supporting co-ordination of ISI education quality inspections
9. Ensuring that in relevant areas of oversight statutory documentation is in place and updated, taking advice from external advisers as appropriate
10. Communicating effectively with line managed staff about relevant compliance, inspections and regulations, in writing and via 1:1 meetings
11. Chairing and implementing an all new teaching and learning committee - and managing projects as directed
12. Leading on educational research through chairing the teaching & learning committee
13. Providing a professional and inspirational role model for others in terms of teaching and pupil management
14. Developing interventions with senior staff to support academic causes for concern, for example a mentoring programme
15. Representing and promoting the school in a professional manner, including meeting visitors, parents and prospective parents, and attending and being an ambassador at events as required
16. Line managing allocated heads of academic departments
17. Compiling annual departmental development plans, examination review reports and curriculum planning
18. Providing feedback through lesson observations, regular book sampling and Prep reviews
19. Ensuring relevant work is available on Firefly – the School portal, including the monitoring of prep tasks set
20. Strategies to ensure that all pupils achieve their full academic potential
21. Working closely and positively with other members of the Senior Management Team
22. Overseeing budgets and expenditure in areas of responsibility
23. Liaising with the Senior Master, contributing to reviews and appraisal of departments, and monitoring professional standards in the work of all staff
24. Developing and leading INSET focused on teaching and learning
25. Improving pupil outcomes through ‘pupil voice’ initiatives.

**SAFEGUARDING:**

Seaford College complies fully with the DfE Guidance ‘Keeping Children Safe in Education’ and is committed to safeguarding and promoting the welfare of children and young people. The jobholder is expected to share this commitment and comply with all associated internal policies and procedures.

In addition the job holder will ensure that all IT staff understand and comply with Safeguarding policies and procedures and work with relevant colleagues so as to make sure that all children are safe at all times. This role is essential in ensuring that the School provides a safe online environment for all students and staff.

This job description and Seaford College’s Employment Policies, terms and conditions for Teaching Staff set out the terms upon which you will be employed by The Johnson Trust Limited at Seaford College.

Seaford College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended at any time following discussion between the Headmaster and member of staff, and will be reviewed annually as part of the performance management process.