



**Post:** Assistant Headteacher – Teaching & Learning  
**Responsible to:** Head of School  
**Pay Scale:** L12-L16

## Job Description

### Job Purpose

- To implement the School Vision for Teaching and Learning.
- To lead on the development of teaching, learning and assessment, in order to secure outstanding progress and achievement for all students
- To effectively lead the Teaching and Learning team
- To lead on the whole school CPD Programme and tailored pathways.
- To manage all staff observations and monitoring programmes
- To develop, implement and monitor an outstanding induction programme for new staff
- To promote PLCs in relation to Teaching & Learning across the school
- To coordinate study skills days across all year groups
- To implement key elements of the school development plan
- To provide leadership in relation to relevant aspects of the school's process of self-review (SEF)

### Leadership, Management and Development Planning

- Develop a high quality ethos of learning, commitment, contribution and enjoyment amongst students based on a shared vision.
- Communicate and uphold high teaching, learning & assessment expectations.
- Design and lead on the delivery of a whole school and team CPD to build the capacity of teachers and LSAs.
- Represent the school at network meetings related to this role and to feedback to relevant colleagues.
- Develop and maintain wider professional knowledge & understanding through collaboration with other professionals in subject and curriculum networks.
- Update the school's teaching, learning & assessment policy.
- Lead on the development, implementation, monitoring and evaluation of the whole school home learning system.
- Lead on the development, implementation, monitoring and evaluation of the extra-curricular provision for students in relation to teaching and learning.



- To manage all staff observations and monitoring programmes
- To coordinate the Lead Practitioner Training (Harris Academy) Team

### **Curriculum, Teaching, Learning & Assessment, Student Progress**

Be responsible for developing the quality of teaching, learning & assessment by:

- Modelling outstanding practice in the planning and delivery of your own lessons and being able to demonstrate and share this outstanding practice.
- Working closely with individuals and teams to support them in developing their learning resources, schemes of work and classroom practice to enhance teaching across the curriculum.
- Supporting and challenging teachers and LSAs through mentoring and coaching to develop their classroom practice in order to deliver consistently good and outstanding lessons.
- Producing and disseminating high quality teaching resources.
- Contributing to the monitoring and evaluation of teaching, learning & assessment and learning in across the curriculum.
- Helping support marking, formative feedback, and assessment for learning strategies.
- Demonstrating and moderating how teachers plan for progress using assessment.
- Promoting procedures for accurate assessment and recording of student progress, in line with department, school and national policy
- To promote PLCs in relation to Teaching & Learning across the school

### **General Duties and Responsibilities of Senior Leadership Team**

All members of the Senior Leadership Team share a responsibility to formulate and promote a clear vision for learning in a twenty-first century school; to give unequivocal support to school policies and procedures that allow that vision to be realised; and to promote and maintain the School's positive ethos and reputation.

It is expected that all members of the Senior Leadership Team will:

- Comply with the range of duties and responsibilities of teachers as set out in the current Teachers' Standards document.
- Attend all weekly Senior Leadership Team meetings and development days.
- Foster good relations between all staff and with pupils, parents, governors and the wider community.
- Attend meetings of the local Governing Body and its committees as required.
- Organise and support school events.
- Contribute to the smooth day to day running of the school.
- Support the vision, ethos and policies of the school.
- Play a central part in the strategic leadership of the school.
- Contribute to:
  - Formulation of the SIP.

- Developing and maintaining school policies
- School process of self-evaluation.
- Be responsible for the management of staff and resources as delegated by the Head of School.
- Share general aspects of whole school management and leadership (e.g. staff appointment, performance management, staff development, organising events).
- Promote and safeguard the safety and welfare of young people and children.

### **Duties Related to Teaching:**

- To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach the specialist subject at Key Stages 3/4/5.
- To plan teaching to achieve progression in pupils' learning.
- To establish and maintain a purposeful working atmosphere which supports learning.
- To be able to deliver lessons that are engaging and allow all students, regardless of ability, to make the required progress.
- To assess, record and report on pupils' progress.
- Attend and contribute to departmental, faculty and staff meetings as appropriate
- To communicate and consult with parents of students as necessary.
- To exploit opportunities to improve basic literacy, numeracy and ICT skills.
- To follow school policies in relation to marking, setting of homework and behaviour.
- To participate in staff development opportunities and accept responsibility for own professional development.
- To prepare students for examinations and participate in examination arrangements.
- To cover classes whose teacher is not available as and when required.

*The Conditions for Employment of Schoolteachers (schedule 3) specify the general professional duties of teachers. These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher. This job description does not form part of the conditions of employment – it describes the way in which the post holder is expected and required to perform.*