

Assistant Headteacher – Teaching and Learning

We are seeking to appoint a senior leader to the post of Assistant Headteacher: Teaching and Learning.

The successful candidate will:

- Be an experienced leader already contributing significantly to whole-school developments
- Be passionate about high standards and achievement and excellence for all
- Be passionate about teaching and learning
- Be an enthusiastic team player
- Be an excellent teacher

Assistant Headteacher: Teaching and Learning

The focus of responsibility for the post will be the strategic development of Teaching and Learning across the whole school as well as all staff development and training. The successful candidate will have the potential and desire to be active and influential across the whole leadership spectrum. As such it will provide a first rate preparation for those considering going on to Deputy Headship.

The successful candidate will:

- Have an intelligent grasp of raising standards and achievement through excellence in Teaching and Learning,
- Have an intelligent grasp of raising standards and achievement through staff development and training.

As Assistant Headteacher this post is key in ensuring the further development of our school. We aim to ensure that the successful candidate will be central to all major strategic decisions and will be leading some of these, working with the Governors, staff and students.

Job Description

Assistant Headteacher - Teaching and Learning

Reports to: Headteacher

1(a) **Key Purpose:** With the Headteacher and Assistant Headteachers will:

- i. Share responsibility for school policies, decision making and strategic planning;
- ii. Develop an ethos of high expectations of staff and students and an adaptable and positive approach to innovation;
- iii. Take full accountability for key areas of the school's work, including raising the quality of teaching and learning and CPD within the school.

1(b) **The Key Focus** of this post is to ensure the highest quality of teaching and learning provision and ensuring quality CPD for all staff, by;

- i. Developing the leadership and management skills of curriculum leaders through a rigorous programme of CPD and the setting of challenging targets for improvement;
- ii. Developing the teaching and learning skills of all teachers through a rigorous programme of CPD and the setting of challenging targets for improvement;
- iii. Develop, lead and manage effective strategies to improve standards of teaching across all Key Stages;
- iv. To lead and manage the school's "Teaching and Learning" programme;
- v. To lead and monitor the school's AfL policy;
- vi. Develop, lead and manage effective strategies to improve standards of teaching and learning by use of appropriate e-technologies across the school;
- vii. Accountability for line management of designated curriculum subjects;
- viii. Develop, lead and manage effective strategies to improve standards of Teaching and Learning;
- ix. Lead and manage the Lead Practitioners.
- x. Monitoring quality of schemes of work, lesson observations and marking reviews.
- xi. Coordinate collaboration with Lincolnshire Teaching Schools Alliance.

2 Areas of Responsibility and Accountability

(a) Leadership and Management

- i. Deputise for the Headteacher from time to time and share leadership at the most senior level;
- ii. Make significant contributions to meetings of the Senior Leadership Team, Attainment Team and Subject Leaders;
- iii. Contribute to the day to day organisation of the school and ensure it functions efficiently and effectively;
- iv. Be a highly visible presence around school and model expectations of staff and students;
- v. Take full accountability for the examination results of the designated curriculum subjects (line management);

- vi. Leadership of the school's Teaching and Learning policy; its monitoring, review and evaluation;
- vii. Leadership of the Lead Practitioners; monitoring, review and evaluation;
- viii. Make a significant contribution to Governors' meetings, including appropriate documentation;
- ix. Make significant contributions to the school's self-evaluation process including the SEF;
- x. Assume any other responsibilities as may reasonably be required by the Headteacher.

(b) Student Learning and Achievement

- i. Monitor the quality of teaching and learning and ensure the school's Teaching and Learning policy is implemented consistently and effectively;
- ii. Support the Leadership Team and the Attainment Team with the pastoral care of all students who are underachieving;
- iii. Contributions to the Governors' Committees.

(C) Staff Support and Challenge

- i. Lead and manage the work of designated curriculum subjects;
- ii. Lead and manage the work of the Lead Practitioners;
- iii. Lead and Manage the CPD programme for all teaching staff and support staff and ensure its efficient and effective implementation that impacts on student learning;
- iv. Responsible for the school's induction programme for new staff;
- v. Responsible for the ITT programme (PGCE and GTP) and NQT. Accountable for all formal assessments, training programmes and support for subject members;
- vi. Lead and manage all performance coaching programmes and report on progress to the Headteacher;
- vii. With the Headteacher, ensure the effective implementation of the School's Performance Management Policy;
- viii. As part of normal monitoring and evaluation undertake regular lesson observations, book trawls, student interviews and use the outcomes to identify and promote "best practice";
- ix. Remain positive at all times and lead staff by example.

Person Specification

Qualifications and Experience

- Well qualified graduate with qualified teacher status
- Successful leadership and management of the delivery of high quality education
- Experience of successful leadership and change management
- Evidence of continuing professional development.

Knowledge, Skills and Abilities

- Excellent interpersonal skills
- Proven leadership, management and teaching skills
- Ability to identify and promote school improvement in creative and innovative ways
- Knowledge of current initiatives in education especially in terms of personalised learning and student progress
- Knowledge of current initiatives in education especially in terms of raising standards and achievement
- Ability to maintain a positive and supportive culture within Boston Grammar School
- Competent in the use of ICT.

Personal Qualities

- Positive attitude to team building across the school and a team player
- High levels of motivation and energy
- Sense of humour and ability to work under pressure while maintaining an appropriate work/life balance
- Be passionate about teaching and learning
- Be passionate about high standards and achievement and excellence for all
- Enthusiasm for student welfare, their success and happiness
- Be an excellent teacher.

The successful candidate will have experience of leading whole school improvements and raising standards and achievement in one or more of the areas below:-

- Whole school teaching and learning
- Curriculum development and design in all key stages
- Specialist status
- Whole school pastoral care, support and guidance of a significant number of students
- Whole school data analysis and target setting
- Whole school assessment and reporting
- Whole school CPD
- Gifted and Talented provision.