**Job Description – Assistant Head Teacher: Teaching, Learning and Assessment**

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| **Post Title:** | Assistant Head Teacher |
| **Purpose:** | * To be the strategic lead for the quality of teaching, learning and assessment across all key stages
* To be responsible for the leadership of highly effective professional development across the school ensuring it translates to improvements in the classroom
* To lead on the development of sequential programmes of learning which build upon effective transition at all key stages.
* To be accountable for the leadership of the literacy and numeracy curriculum to ensure all learners have access to the full curriculum at all key stages
* To lead on the implementation of the homework policy across the school
* To develop and enhance the leadership and management skills of middle leaders to ensure teaching, learning and assessment consistency across all areas
* To support the DHT: Quality of provision in the quality assurance of teaching, learning and assessment to ensure the overall quality of education for all learners meets our high expectations.
* To be responsible for the provision of support for NQT and ITE teacher
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| **Reporting to:** | * Head Teacher and Deputy Head: quality of provision
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| **Responsible for:** | * Teaching, learning and assessment, CPD, NQT, ITE
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| **Liaising with:** | Head/Deputies, AHT’s, other Subject Leaders and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LEA staff and parents |
| **Working Time:** | 195 days per year.  |
| **Salary/Grade:** | L13 to L18 |
| **MAIN (CORE) DUTIES** |
| **Strategic Direction and Development of the area** | * Promote a clear vision and strategy for teaching, learning and assessment across all key stages
* Promote a clear vision and strategy or the development of the professional development programme for teaching staff
* To liaise with the Director of Transition to develop a strong understanding of Key Stage 3 starting points.
* Lead the formation of policies and procedures, relating to teaching, learning and assessment, CPD, literacy and numeracy and homework that will ensure high achievement and outcomes in all key stages
* Lead the strategic planning, development and implementation of all issues relating to teaching, learning and assessment, literacy and numeracy, homework and professional development.
* To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, Behaviour Policy, SEN, ICT, Assessment etc.
* To work with colleagues to formulate aims, objectives and strategic school improvement plans that have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
* To produce reports for SLT, governors and middle leaders with current progress/attainment, quality of provision and assessment headlines and impact of actions to further improve outcomes in the area of responsibility
* To lead the development of strategies aimed at improving the quality of teaching, learning and assessment so all learners embed and use knowledge fluently.
* Facilitate staff training on a range of initiatives relevant to teaching, learning and assessment
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| **Teaching and Learning** | * To ensure the quality of teaching, learning and assessment meets our high expectations so all learners make at least expected progress
* To ensure there is a high focus of quality teaching and provision for disadvantaged.
* To ensure the literacy and numeracy curriculum leads to outstanding outcomes for all students
* To implement a whole school homework policy which promotes consistency across curriculum areas
* To ensure the quality of homework is consistency strong and supports the development of knowledge, skills and understanding
* To develop a relevant and meaningful programme of professional development for all staff which leads to improvements in teaching, learning and assessment
* To ensure the provision of internal and external INSET is in line with school policy to ensure curriculum coverage, continuity and progression for all pupils.
* To work alongside DHT: Quality of provision to ensure that staff are kept up to date in terms of subject knowledge, pedagogical knowledge and skills which lead to outstanding outcomes for all cohorts.
* To work alongside DHT: Quality of provision to quality assure teaching and learning to ensure the implementation of the curriculum is consistently strong
* To teach students according to their educational needs, including the setting and marking of work
* To undertake assessment of students as requested by external examination bodies
* To ensure a high quality learning experience for all students
* To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
* To prepare reports for SLT and governors on teaching, learning and assessment
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| **Leading and Managing staff** | * Establish clear expectations and constructive working relationships among staff involved with the analysis of whole school data through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate with other SLT members.
* To coach and mentor members of staff in order to develop middle leadership skills across all key stages to achieve consistency in teaching, learning and assessment
* To work with the DHT: Quality of provision to ensure that middle leaders are held accountable for the quality of teaching and learning in their departmental area
* Undertake Appraisal Review(s) and act as reviewer for a group of staff.
* To lead training for new staff on teaching, learning and assessment, literacy and numeracy and homework
* To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
* To lead and manage staff with TLR and associated responsibilities for aspects of teaching , learning and assessment or literacy/numeracy curriculum so that a meaningful plan is produced that improves areas of concern
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| **Efficient and effective deployment of resources** | * To ensure all activities do not negatively impact on resources and budget at Egglescliffe School.
* Manage available resources of space, staff, money and equipment efficiently; including deploying the department budget, requisitioning, organising and maintaining equipment, keeping appropriate records.
* To ensure the budget allocated for Professional Development is used effectively and efficiently leading to an improving quality of teaching and learning
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| **Pastoral System:** | * To undertake duties as directed and ensure a presence around the site during lessons.
* To ensure safeguarding procedures are adhered to at all times
* To monitor and support the overall progress and development of students
* To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
* Ensure Behaviour Management systems are implemented across the school so that effective learning can take place.
* Promote the general progress and well-being of individual students as a whole.
* To liaise with Pastoral Leaders to ensure the implementation of the school’s Pastoral System.
* To register students, and encourage their full attendance to all lessons and registration periods
* Evaluate and monitor students’ progress and keep up-to-date student records as may be required.
* To alert appropriate staff to problems experienced by students
* To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
* To contribute to Pastoral programme, citizenship and enterprise according to school policy
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| **General duties & responsibilities**All members of the Leadership Team will have the following general duties: |
| * To actively support and contribute to the ethos of the school
* To be an active member of the Leadership Team
* In collaboration with the Head Teacher and Leadership Team, identify and plan for future needs
* Contribute to strategic improvement planning, implementation and evaluation across the school with planned milestones and outcomes
* Lead and be accountable for aspects of the school improvement plan and school self-evaluation related to teaching, learning and assessment including reporting to governors as required
* To contribute to the day-to-day running of the school
* To prepare and deliver assemblies
* To determine policies, lead their implementation and monitor their operation
* To provide support to all members of staff
* To promote good, effective working relationships between all members of the school community
* To encourage high academic standards by supporting initiatives in teaching and learning
* Be a visible presence in the school, to have high expectations and lead by example, supporting colleagues and maintaining standards
* To promote high standards of conduct and enforce school rules
* To liaise with parents over matters of concern regarding their children
* To advise on the appointment of new staff and assist with selection as required
* To link with departments and year groups as required
* To oversee link areas
* To take strategic responsibility for standards of achievement across the 11-18 age range.
* To prepare and write key areas of the School Improvement Plan, SEF and identified priorities
* To participate in the Review cycle as required
* To carry out regular lesson observations, learning walks, drop in sessions and book scrutinies as part of the school’s monitoring and evaluation system
* To mentor students
* To attend Community based meetings if requested
* Participate in key events, eg Open Evening; staff appointments; extra-curricular and out-of-school-hours activities and attend exam results days
* Undertake daily supervision and duties
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| **Other Specific Duties**: |
| * To actively promote the school’s safeguarding policies and procedures
* To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example.
* To promote actively the school’s policies and procedures
* To continue personal development as agreed.
* To comply with the school’s Health and safety policy and undertake risk assessments as appropriate.
* To undertake any other duty as specified by STPCB not mentioned in the above.
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| Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
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| This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. |