



Rhodes Wood Hospital School

Job Description

Job title:	Assistant Headteacher - Teaching and Learning
Role:	To work with the Headteacher and Deputy Headteacher in all aspects of leadership and management and to take responsibility for managing and developing learning and teaching across the school.
Responsible to:	The Headteacher
Working Pattern:	37.5 hours per week
Salary:	Undisclosed

Key Responsibilities

Strategic direction and shaping the future - To work with all staff to:

1. Lead the development and review of the curriculum to ensure it meets the needs of students and aligns with national standards.
2. Ensure the curriculum is challenging, engaging, and inclusive, incorporating best practices in pedagogy.
3. Monitor and assess the effectiveness of the curriculum delivery across all departments.
4. Foster a culture of high-quality teaching through observation, feedback, and continuous professional development (CPD).
5. Support teachers in refining their teaching practices to ensure they are student-centred and evidence-based.
6. Analyse student performance data to identify areas for improvement and implement interventions as needed.
7. Oversee the development and implementation of assessment strategies across the school.
8. Ensure that formative and summative assessments are used effectively to inform teaching and learning.
9. Monitor the use of feedback to promote student progress and achievement.

10. Professional Development: Lead or coordinate Continuing Professional Development (CPD) programs for teaching staff, focusing on enhancing pedagogy, classroom management, and subject knowledge. Promote collaborative learning among staff and encourage sharing of best practices.

Sixth Form Responsibilities

1. Lead the sixth form team, ensuring that academic outcomes are continually monitored and improved.
2. Oversee the delivery of the post-16 curriculum, ensuring it is rigorous, relevant, and aligned with students' future aspirations.
3. Ensure the effective tracking and monitoring of student progress, intervening as necessary to support students who are underperforming.
4. Ensure that NEET students have access to learning.
5. Provide pastoral leadership for sixth-form students, ensuring their well-being, behaviour, and academic success.
6. Develop and implement programs to support students' personal development, including careers guidance, university preparation, and leadership opportunities.
7. Serve as the primary point of contact for students, parents, and staff regarding sixth-form matters.
8. Guide students through the UCAS application process, providing advice on university choices, personal statements, and interview preparation.
9. Support students in exploring apprenticeship opportunities, work placements, and other career pathways.
10. Foster links with local employers, universities, and external organisations to enrich the student experience and provide career opportunities.
11. Promote involvement in extracurricular activities, leadership roles, and community engagement, ensuring students develop a well-rounded skill set.
12. Manage sixth-form timetables to ensure all students have access to a broad range of subjects and

Leadership and Strategy:

1. Lead the development and implementation of the school's strategic vision and mission.
2. Foster a positive school culture that values learning, well-being, and community involvement.
3. Establish and maintain high standards for teaching, learning, and behaviour.
4. Develop and implement school improvement plans and assess their effectiveness. Support.
5. Oversee the design, implementation, and evaluation of the school's curriculum.
6. Ensure that the curriculum meets the educational needs of students and aligns with national standards.
7. Lead and support teachers in the development of their teaching practice, encouraging continuous professional development.
8. Monitor and evaluate student progress to ensure that academic standards are consistently met.
9. Responsibility for the Individual Education Plans, ensuring they are of a high standard.
10. Provide professional guidance to staff to secure good teaching for SEN students through both written guidance and meetings; contribute to the appraisal process for identified staff.
11. Advise on and contribute to the professional development of staff, including whole school INSET provision.
12. Work with the Headteacher and Governors on the strategic development of SEN & Inclusion, including reviewing and formulating appropriate policies.

Securing Accountability

1. To support staff to be successful in the areas managed
2. Develop and endorse the School ethos to enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
3. Work collaboratively alongside the Deputy Head and Headteacher (providing information, objective advice and support) to enable them to fulfil their responsibilities.
4. Develop evaluated documents and plans and present these to the head teacher and stakeholders where necessary.

Generic responsibilities for all members of the Senior Leadership Team:

1. To share the day-to-day issues of School management, including student management, contact with parents and other agencies.
2. To ensure effective communication with staff and be responsive to staff concerns
3. Collaborate with subject areas and middle leaders to enhance standards through monitoring and evaluation, including lesson observations and establishing targeted improvements.
4. To participate in the appraisals of staff within the school as outlined in the relevant policies
5. To support subject leads in devising and implementing appropriate strategies for improving the quality of teaching and learning
6. To provide a proactive, visible presence around the school
7. To carry out specific tasks and projects as required from time to time as a result of School, DfE or Local Authority initiatives.
8. To attend management committees and meetings as required

School Standards

1. To promote school vision, values, strategic intentions, personal commitment, and being vigilant in relation to the school's ethos and approach.
2. Participate in staff review and development in line with school needs. Agree objectives with the Line Manager and ensure they are achieved.
3. To promote Equality, Diversity, and Inclusion at every opportunity.
4. Work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the school.
5. Be thoroughly aware of school Health and Safety policies and procedures and ensure that employees/learners are also within your responsibility. Seek to ensure appropriate implementation of such policies across all areas of responsibility.
6. Adhere to the Data Protection Act 1998, be thoroughly aware of the school Data Protection Policy and Procedure and ensure that employees within your responsibility implement such policies. In addition, meet the requirements of GDPR.
7. Any other duties that may reasonably be required by Line Management.

Safeguarding

RWHS is committed to safeguarding and protecting the welfare of vulnerable children and young people as its number one priority. This commitment to robust recruitment, selection, and induction procedures extends to organisation and services linked to Elysium Healthcare on its behalf.

This job description provides a framework for the post holder to work within and cannot be considered exhaustive. It may be reviewed in consultation between the employee and their manager. Employees will be

expected to comply with any reasonable request from the Headteacher, Head of Education, or persons appointed to act on behalf of the Head of Education, to undertake work of a similar level that is not specified in this job description.

I have acknowledged that I have seen, understood and received a copy of the job description.

Signature of post holder _____ **Date** / /

Signature of Headteacher _____ **Date** / /