



## Job Description and Person Specification

<b>Job title:</b>	Assistant Head of Area (Teaching and Learning)
<b>Scale:</b>	2 (a)
<b>Purpose of role:</b>	<ul style="list-style-type: none"> <li>• To carry out the duties of a School Teacher and those associated with a TLR Payment, as set out in the current Schoolteachers' Pay and Conditions Document</li> <li>• To promote the ethos of the School</li> <li>• To secure high quality pupil outcomes within the designated curriculum area</li> <li>• To be accountable for the performance and well being of a significant number of staff and pupils in the absence of the Leader of the Curriculum Area.</li> </ul>
<b>Line Manager:</b>	Leader of Curriculum Area
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• To support the Curriculum Area Leader with the achievement of designated subject pupil progress targets in order to make a measurable contribution to whole school targets</li> <li>• To assist with monitoring the progress of the designated subject development plans to ensure they make a significant contribution to the School Development Plan</li> <li>• To assist with providing regular feedback for teachers within the designated area in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact in pupil learning across the area subject(s)</li> <li>• To assist with reviewing and reporting twice a year on the standards of leadership, teaching and learning in the designated subject areas, consistent with the procedures in the School Self Evaluation Policy. (Performance Management)</li> </ul> <p><b>Point on scale determined by the number of pupil periods and staff the postholder has responsibility for.</b></p> <ul style="list-style-type: none"> <li>• To support the Curriculum Leader in assisting staff to ensure they understand, and are actively implementing, the key aspects of the School's behaviour and inclusion policies</li> <li>• To engage subject staff in the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning strategies, as directed by the Leader of the Area</li> </ul>

	<ul style="list-style-type: none"> <li>To lead, develop and enhance the teaching practice of others by evaluating, supporting, guiding and objective setting</li> <li>To be responsible for a specified subject(s) or key stage within the Curriculum Area, as agreed with the Area Leader.</li> </ul>	
<b>Finance and resources</b>	<ul style="list-style-type: none"> <li>Management of a specified budget</li> <li>Management of some staff (teaching and support) within the area</li> <li>Management of physical resources within the designated area, as agreed with the line manager</li> </ul>	
<b>Supervision</b>	<ul style="list-style-type: none"> <li>Supervises and monitors the quality and quantity of the day to day work of a number of teaching and support staff within the designated curriculum area</li> </ul>	
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Health and Safety – the post holder must carry out his/her duties with full regard to the School’s Health and Safety procedures.</li> </ul>	
<b>Core competencies</b>	National Standards	
Person specification How measured during the recruitment process: A = Application Form, R = Reference, I = Interview, T=Task, P = Presentation		
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>Competences as set out in the “Teacher’s Standards” (A)</li> <li>Exemplary classroom practitioner (R)</li> <li>Interpersonal skills/people management (R)</li> <li>Leadership/management of staff &amp; resources(A, I, R)</li> <li>Communication (IT, written &amp; verbal) (A, I)</li> <li>Monitoring and evaluation of lessons (A, I, R)</li> <li>Proven record of achievement (R)</li> </ul>	<ul style="list-style-type: none"> <li>More than one previous school. (A)</li> <li>Budget management (I)</li> </ul>
<b>Knowledge and understanding</b>		
	<ul style="list-style-type: none"> <li>Qualified Teacher status (A)</li> <li>Thorough knowledge of DfE, LA and School Policies and Procedures. (A, I)</li> </ul>	<ul style="list-style-type: none"> <li>Finance &amp; Personnel issues. (A,I)</li> <li>Health and Safety issues(A,I)</li> <li>Special Needs(A,I)</li> </ul>
<b>Experience</b>	<b>It is essential that the post holder:</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified Teacher Status (A)</li> </ul>	
<b>Working arrangements</b>	<ul style="list-style-type: none"> <li>Recent and relevant long or short course experience (A)</li> <li>Exemplary attendance record (A, R)</li> <li>Meet requirements of Disclosure and Barring Service</li> </ul>	

Committed to:

- Raising attainment for ALL pupils (A, I)
- Rigorous performance management (A, I)
- Professional development of ALL staff (A, I)
- Embracing and actioning change (A, I)

**It is desirable that the postholder:**

- Leadership & Management responsibilities in the secondary phase, evidenced by a proven record of achievement. (A, I)
- More than one previous school (A)
- Recognised degree (A)

**Other Duties** - The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.