



Expanding Hearts and Minds

Vision

- To provide an excellent, aspirational, and enriching education for those of all faiths and none, where each member of our community is known, valued, safe and enabled to flourish;
- enable all members of our community to live life in all its fullness, explore and develop their God given talents and celebrate their achievements, creativity, diversity and uniqueness;
- embrace our SERVICE values
- empower our staff with exceptional professional development, career opportunities and work life balance

Values

- SERVICE | EXCELLENCE | RESPECT | VALUE | INTEGRITY | COMMUNITY | EQUITY

Job Description

Job Title:	Assistant Headteacher Teaching and Learning
Grade:	L10 - 14
Line Manager:	Head of School
Supervisory Responsibility:	Curriculum areas; SENDCo; Cover supervisors
Home School:	TGSB

The main purpose of Post is:

- To ensure high quality first Teaching and Learning enables all students to make outstanding progress
- To ensure Continuous Professional Learning is relevant, high profile and supported by research
- To oversee and coordinate the Teaching and Learning Quality Assurance and appraisal system
- To support the Trust's delivery of the Early Careers framework
- To promote literacy across the curriculum

Outcomes

Quality of Education

- Teaching and Learning provide an excellent quality of education that is consistently aspirational and inspirational
- High Attaining students are sufficiently challenged and inspired
- Students with SEND receive high quality first teaching within the classroom
- Disadvantaged students are motivated and make good progress
- All students develop skills for independent study and life - long learning

- The curriculum is well sequenced and supports student learning, engagement and progress

Behaviour and Attitudes

- Students are motivated to achieve through appropriate and adaptive Teaching and Learning strategies
- Students, parents and carers trust and respect the quality of Teaching and Learning

Personal Development

- All students develop skills for independent study and life - long learning
- Creativity, solution focussed and imaginative thinking is encouraged
- Students feel safe to make mistakes and learn from them through a supportive learning environment based on trust and mutual respect

Leadership

- Continuous professional development and training of staff supports excellent teaching and Learning
- Effective liaison with other professionals across the Trust and outside the school ensures best practice
- The school is a centre of excellence for Teaching, Learning and Research
- The Teaching and Learning Quality Assurance and Appraisal system is well managed, supportive and instructional.
- Christian ethos of the school is strong, clearly articulated and manifest in the day to day running of Teaching and Learning

Whole School

- Ofsted and SIAMS judgement is at least good

Specific responsibilities and tasks

Quality of Education

Teaching and Learning provide an excellent quality of education that is consistently aspirational and inspirational

- Ensure that best practice in line with Trust approaches is implemented in all lessons
- Ensure consistency of effective teaching and learning practices across the school
- Ensure clear and effective communication strategy with regards to the development of pedagogy
- Work closely with AHT Data, Assessment and Progress to ensure that data is used effectively to promote reflective practice and effective teaching and learning
- Provide opportunities for creativity and teacher led initiatives in developing pedagogy
- Ensure subject specialisms are developed
- Lead on the development of teaching and learning transition materials from Key Stage 2 to Key Stage 3
- Work to develop innovative practice using technology
- Work with Heads of Department to develop literacy strategies which implemented consistently in the classroom
- Incorporate student voice into evaluations of the quality of education

- Be an excellent practitioner and role model

High Attaining students are sufficiently challenged and inspired

- Ensure teaching provides sufficient challenge and scaffolding for all students and builds on enquiring minds and subject interest enabling High Attaining students to excel
- Lead on High Attainers initiatives as appropriate

Students with SEND receive high quality first teaching within the classroom

- Promote quality first teaching across the curriculum
- Working with the SENDCo ensure that scaffolding enables inclusion within the classroom
- Ensure the effective liaison of teachers and LSAs to provide quality first teaching

Disadvantaged students are motivated and make good progress

- Ensure teaching and learning strategies and initiatives provide opportunity for disadvantaged students and those needing Catch Up to make progress and close the gap
- Liaise with Assistant Headteacher Data, Assessment and Progress to support initiatives in targeting support for these students

The curriculum is well sequenced and supports student learning, engagement and progress

- Contribute to Quality of Education meetings to support the school and the trust to develop a strong and effective curriculum

Behaviour and Attitudes

Students are motivated to achieve through appropriate Teaching and Learning strategies

- Develop an effective pedagogy across the curriculum which engages students
- Ensure the appropriate and consistent use of the *Attitude to Learning Ladder*
- Work with other staff to advise on and develop strategies to engage students as appropriate

Students, parents and carers trust and respect the quality of Teaching and Learning

- Provide advice and guidance for staff and parents/carers on teaching and learning initiatives
- Ensure staff are supported to provide the best possible teaching and learning experience for their students

Personal Development

All students develop skills for independent study and life - long learning

- Enable the development of study skills through the appropriate use of home-learning and Prep
- Ensure Literacy initiatives are coordinated and implemented
- Support or lead as appropriate initiatives which develop student's independence of learning and study skills

Leadership

Continuous professional development and training of staff supports excellent teaching and Learning

- Develop Teaching and Learning training and resources in line with the Trust strategy
- Develop Teaching and Learning training and resources in response to training needs identified within the school

- Organise INSET as required
- Ensure Teaching and Learning is evidence based and research led

Effective liaison with other professionals across the Trust and outside the school ensures best practice

- Liaise with the Trust Senior Assistant Headteacher CPL to formulate Trust wide approaches and practice to CPL, Quality Assurance and Teaching and Learning priorities
- Work closely with the Trust Deputy Headteacher Curriculum to support the appraisal process
- Liaise with other Trust and borough schools to ensure effective collaboration and the sharing of best practice
- Liaise with relevant staff including middle leaders and other senior leaders in order to fulfil the role

The school is a centre of excellence for Teaching, Learning and Research

- Keep up to date with the latest research and best practice and disseminate this in an appropriate, timely and effective manner
- Support and contribute to Trust CPL initiatives
- Encourage staff to be leaders of learning and share practice
- Ensure Teaching and Learning is high profile in conversations and meeting agendas
- Support the Trust Professional Tutor in ensuring that training and newly qualified teachers are provided with the appropriate coaching, mentoring and monitoring
- Monitor and approve where relevant external staff training and CPL

The Teaching and Learning Quality Assurance and Appraisal system is well managed, supportive and instructional.

- Monitor the quality of teaching and learning effectively in line with the Trust schedule
- Organise book looks, learning observations, and moderation opportunities
- Ensure effective liaison and communication with SLT & Heads of Department
- Ensure the process of the *Teaching and Learning Quality Assurance Model of Intent, Implementation and Impact* is followed, tracking areas of best practice and areas for improvement
- Lead the *Professional Practice* support as identified in the QA model and ensure it is appropriate and monitored
- Use the instructional coaching model to support teacher development and pedagogy
- In liaison with the Trust Deputy Headteacher Curriculum ensure that the appraisal process is followed and supported

Christian ethos of the school is strong, clearly articulated and manifest in the day to day running of Teaching and Learning

- Ensure that the equality of opportunity in teaching and learning is equitable
- Ensure pedagogy or practice is not open to bias or prejudice including unconscious bias
- Ensure that Equity, Diversity, Inclusion and Justice are evident in approaches to teaching and learning, and student and staff support and development
- Ensure the teaching and learning culture supports all students and staff to achieve

Whole School

Ofsted and SIAMS judgement is at least good

- Attend Senior Leadership team meetings

- Contribute to the development of the structures and ethos of the school
- Be a lead teacher and role model for standards of excellence
- Fulfil SLT duties
- Line management of department areas
- Ensure CPL and opportunities for curriculum development are built into the Trust training and meeting schedule in liaison with Trust Senior Assistant Headteacher CPL

Other requirements of the role

- Fulfil all aspects of the role by putting the vision and values of the trust into practice
- Whole school leadership responsibilities may vary from time to time in discussion with the post holder to allow for CPL and to reflect the changing priorities of the school
- Staff may be required to teach at either The Green School for Boys or The Green School for Girls in response to time-table requirements in order to maximise student progress
- Staff may be required to teach outside of their subject specialism to fulfil timetable requirements
- All staff are expected to make a contribution to the wider life of the school (enrichment activities, clubs, educational visits, support activities, assemblies, PSHCE, Pastoral and Form tutor/coach)
- Main scale job descriptions have been drawn up in line with the National Teachers Standards (DFE 2012); these also apply to all management post holders

Key measures of success

- The Quality of Teaching and Learning is outstanding
- Value added measures in whole school results analysis
- Teaching and Educational Support Staff feel valued and supported in their professional journey
- Disadvantaged students make at least expected progress in line with their non- disadvantaged peers.
- All students are successful in achieving their places at University, Apprenticeship, Work or College and no student are NEET

ADDITIONAL INFORMATION

Personal and Professional Conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating students with dignity, building relationships rooted in mutual respect, and at all time observing proper boundaries appropriate to a teacher's professional position
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- Teachers must have proper and professional regards for the ethos, policies and practices of the

- school in which teach, and maintain high standards in their own attendance and punctuality
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Safeguarding

The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to adhere to the statutory guidance "Keeping Children Safe in Education"

Staff are expected to adhere to the Trust's Safeguarding Policy and to undertake regular training. This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment

For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>

Confidentiality

Employees of The Green School Trust may see, hear or have access to, information on matters of a confidential nature relating to the work of The Green School Trust or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

Employees of The Green School Trust will have access to data and personal information that must be processed in accordance with the terms and conditions of the GDPR May 2018

Equal Opportunities

The Trust is committed to achieving equality of opportunity and expects all employees to implement and promote the Trust's Equality Policy in their own work.

Health and Safety

Staff are required to comply with the school's Health and Safety policy at all times.

Please note

This job description is designed to outline the main duties and responsibility associated with the post but is not intended to be an exhaustive list of all duties performed. It may be subject to modification or amendment at any time after consultation between the post-holder and the Executive Headteacher of The Green School Trust. These responsibilities are subject to the general duties and responsibilities contained within the statement of contract.

Job description reviewed April 2024
Review Summer 2025