



Merchant Taylors' School

Ambition | Character | Excellence

Job Description – Assistant Head (Teaching and Learning)

The Assistant Head Teaching and Learning is responsible for the strategic development of teaching and learning across Merchant Taylors' Boys' School. The Assistant Head Teaching and Learning is a member of the Senior Management Team and, as such, has a responsibility to represent the Headmaster to the Common Room, and the Common Room to the Headmaster. The Assistant Head Teaching and Learning works with other members of the Senior Management Team to ensure the efficient organisation and administration of the school, and also helps ensure that there is effective communication between members of the SMT.

Responsible to: Headmaster (Assistant Head Teaching and Learning is line managed by Deputy Head Academic)

Responsible for: Head of Learning Support (SENCo), Head of Library, Head of EPQ, Head of Oxbridge, Head of Combined Science and Head of Junior Science.

The Assistant Head Teaching and Learning works in liaison with the Deputy Head Academic, Head of Staff Development and academic Heads of Department to develop teaching across the school.

Responsibilities

Key responsibilities

Provision of an environment of excellence, in both teaching and learning, where intellectual curiosity, creativity and personal development are paramount.

Leadership of Teaching and Learning

- To lead, inspire and challenge colleagues in developing their teaching
- Demonstrate and share outstanding practice
- To keep abreast of and advise the Deputy Head Academic, SMT and colleagues about developments in teaching and learning
- To maintain a strong working understanding of the quality of teaching and learning happening across the school, facilitating the exchange of best practice within and between departments
- Encourage and support opportunities for academic extension
- To lead the development and implementation of teaching initiatives
- To assist in the development of the academic curriculum at all levels

- To lead the creation, planning and development of inspiring, effective and well-equipped teaching environments in all areas of the school
- Chair meetings and set the agenda for the T&L Committee
- To assist in the internal and external communication of issues relating to teaching, learning and the academic life of the school

Student Support

- To assist Group Tutors and Form Tutors in providing advice, support and coaching to students in their approaches to learning

Staff Development

- Work closely with the Head of Staff Development to develop opportunities for colleagues to enhance their understanding of T&L issues
- In conjunction with the Head of Staff Development, maintain a wide knowledge of available continuing professional development (CPD) courses related to teaching and learning, and to monitor and evaluate their effectiveness
- In conjunction with the Deputy Head Academic and Head of Staff Development, advise Heads of Department about CPD that would benefit teaching in departments
- Contribute to INSET days with training and presentations on specific issues
- Conduct departmental reviews with other members of SMT
- Support, coach, appraise and develop all direct reports
- To be available to all teaching staff for discussion of CPD needs and ideas, coaching and mentoring
- To complete the academic appraisals of Heads of Department, helping to identify appropriate action points to further develop their teaching
- To lead, promote and support the school's action research into teaching and learning

Strategic Planning

- In conjunction with the Deputy Head Academic, develop academic areas of the School's Strategic Plan, especially those pertaining to Teaching and Learning
- Ensure shared understanding of the plan and a co-ordinated and structured approach to its implementation
- Contribute to the annual reporting of the plan's progress to a variety of stakeholders

Use of Academic Data

- Work with relevant academic and pastoral staff to ensure that data is used effectively to improve pupil learning
- In conjunction with the Exams Officer, administer and develop arrangements pertaining to CEM data and its use for school and departmental analysis
- Administer target grade information and develop its use across the school
- Monitor the effectiveness of the use of academic data in all its forms and make adjustments accordingly

General Responsibilities

- Ensure the safety and well-being of all members of the school community
- Support and contribute to the School's responsibilities for safeguarding pupils
- Interview prospective members of staff with a particular focus on teaching and learning

- Meet with parents, visitors and guests of the School as required
- Attend SMT meetings, contributing to the development of the whole school
- Be a visible presence in the School, exemplifying the values and expectations of Merchant Taylors' School
- Undertake other reasonable duties as directed by the Headmaster as required from time to time

JMGA
April 2021