**Job Description**

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| **Post Title** | | Assistant Head-Teaching and Learning (Maternity Cover 1 year fixed term contract) |
| **Purpose** | | * Be a member of the leadership team. * Lead CPD and training * Lead on monitoring, evaluation and review of teaching and learning * Line manage subjects and pastoral areas * Lead on new staff induction and NQTs * Carry out other duties as designated by the Headteacher. |
| **Reporting to** | | SLT/Head of School |
| **Liaising with** | | Lead Practitioner teaching and learning, training providers, NQTs, New staff, Pastoral Team, Leaders of Learning Curriculum. |
| **Salary/Grade** | | L12-16 |
| **KEY AREAS OF RESPONSIBLITY/SCOPE** | | |
|  | * To raise and maintain standards in teaching and learning across the school. * To plan an appropriate programme of CPD for teaching and non teaching staff. * To co-ordinate the monitoring and evaluation of teaching and learning and create reports. * To co-ordinate lesson observations and ensure staff are appropriately trained. * To plan and carry out the induction process for new staff. * To take responsibility for the support of NQTs and trainee teachers, including associated paperwork. * To attend SLT meetings and be a part of the SLT team, including duties such as assemblies, callout and organisation of wider school events. * To line manage a year group/s * To co-ordinate teacher coaches and staff support programmes * To line manage subject areas. * To actively contribute to the school development plan and self evaluation documents. * To lead on the BlueSky package. | |
| All staff | To take part in the school’s staff development programme & attend relevant training  To attend meetings and events as required  Support the aims, policies & ethos of the school  Set a good example in terms of dress, punctuality and attendance  To play a full part in the life of the school community  To comply with the school’s Health and Safety Policy  Comply with school’s safe guarding procedures | |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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 maintain a standard of dress conducive to their position as professionals and in setting an example to students. | | |

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| Person Sepcification | Essential | Desirable |
| QTS | X |  |
| Outstanding classroom teacher | X |  |
| Experience of monitoring teaching and learning in a department or the wider school. | X |  |
| Recent CPD relating to leadership | X |  |
| Thorough grasp of current teaching and learning/curriculum issues | X |  |
| A commitment to teamwork | X |  |
| Willingness to take part in the extra curricular life of the school | X |  |
| Resilience | X |  |
| Excellent communication skills | X |  |
| Experienced user of sims, sisra, Bluesky and excel |  | X |