



## Notley High & Braintree Sixth Form

### Job Description & Person Specification

#### Assistant Headteacher: Quality Of Education

<b>Responsible to:</b>	<b>Headteacher</b>
<b>Job Purpose:</b>	<p>The role of Assistant Headteacher Quality of Education is pivotal to the school's continued success.</p> <p>The Senior Leadership Team currently consists of two Deputy Headteachers, four Assistant Headteachers. In 2024-25 we have also been fortunate to have three of the Bridge Academy Trust's Central Team working with us as Assistant Headteachers. The Senior Leadership Team meets weekly. The sole focus of its agendas are items which will continue to drive the school forward and make it the best it can be. We are not complacent and firmly believe that the best is yet to come.</p>
<b>Duties &amp; Responsibilities:</b>	<p>The postholder is accountable for some aspects of the Quality of Education at Notley High School and Sixth Form, including:</p> <ul style="list-style-type: none"><li>• Liaising with staff regarding their individual CPD needs or those of their teams.</li><li>• Deploying the CPD budget effectively.</li><li>• Leading and organising a relevant, dynamic programme of in-house CPD, including: INSET days; twilights; masterclasses and CPD pathways.</li><li>• Seeking new, exciting ways of actively engaging staff at all levels in their continuing professional development and ensuring that Notley High School and Sixth Form becomes an even more outward facing school.</li><li>• Leading and overseeing the work of the Teaching and Learning Ambassadors (once appointed)</li><li>• Overseeing the recording of all data relating to the quality of teaching/learning/assessment on Progress Teaching and the presentation of this to SLT on a half-termly basis for next step analysis.</li><li>• Participating in the weekly SLT book checks as part of the school's quality assurance processes.</li><li>• Leading the Subject Review Process, including: organising each element of the review; observing lessons; conducting parent, staff and student voice; writing the final Subject Review reports and presenting these to SLT.</li><li>• Early Career Entry Teachers.</li><li>• Professional Mentor for ITT Trainees.</li><li>• Preparation and delivery of a bespoke CPD programme for trainees and ECTs.</li><li>• The roll out of Instructional Coaching over a three-year programme from September 2025, working with the Bridge Academy Trust Instructional Coaching Lead.</li><li>• The line management of faculties as appropriate.</li></ul>



	<ul style="list-style-type: none"> <li>The Performance Management of staff as allocated by the Headteacher.</li> </ul>
<b>General:</b>	<ul style="list-style-type: none"> <li>Teach 24/50 periods a fortnight.</li> <li>Attend all SLT meetings and briefings.</li> <li>Allend the three weekly meetings of SLT, Heads of Faculty and Line Management.</li> <li>Attend school functions as required, including those held in the evening.</li> <li>Have a high, visible presence around the school at all times.</li> <li>Be an advocate for the Bridge Academy Trust at all times, supporting and liaising with other Trust schools and staff as appropriate.</li> </ul>

## PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	<ul style="list-style-type: none"> <li>A good quality honours degree.</li> <li>P.G.C.E. or equivalent in secondary education.</li> <li>Qualified teacher status.</li> <li>Professional qualification as preparation for senior leadership, e.g. NPQSL.</li> </ul>	E E E D
Knowledge & Experience	<ul style="list-style-type: none"> <li>Proven success in teaching specialist subject in Years 7-13 and across the full ability range.</li> <li>At least 3 years' experience of leading a subject, department or faculty whose curriculum has been taught and assessed to an exceptional standard, resulting in students making significant progress.</li> <li>Experience of leading or contributing to successful whole school initiatives relating to teaching and learning.</li> <li>Experience of instructional coaching.</li> <li>Experience of conducting educational research.</li> <li>Knowledge of current Ofsted framework.</li> <li>Knowledge of effective CPD activities for individuals, teams and the whole staff.</li> <li>Knowledge of intervention strategies effective in tackling academic under achievement.</li> <li>Understanding of adaptive teaching and the most effective strategies to use in meeting the needs of all students.</li> </ul>	E  E  E D D D E E D
Skills and attributes	<ul style="list-style-type: none"> <li>An understanding of the features of outstanding teaching and learning and the ability to consistently deliver these in own classroom.</li> <li>Understanding of the most effective strategies to support students in embedding new knowledge into the long term memory.</li> <li>Ability to give constructive feedback to staff following lesson observations and book scrutinies.</li> <li>Ability to present to a variety of audiences in an engaging and inspirational manner.</li> <li>Ability and willingness to challenge poor performance.</li> <li>Ability to analyse internal and external data, identifying strengths and areas for improvement.</li> </ul>	E  D E  E E E
Personal qualities	<ul style="list-style-type: none"> <li>Efficient organisational skills, including the ability to prioritise and meet deadlines.</li> <li>A commitment to continuing personal development.</li> <li>Good attendance and punctuality record.</li> <li>Professional dress.</li> </ul>	E E E E



The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated October 2024.