

The Boswells School

Job Description

Post: Assistant Headteacher: Teaching & Learning

Responsible to: Deputy Headteacher (Teaching, Learning & Progress)

Pay Scale: L12-L16

JOB DESCRIPTION

Specific Duties to this role:

- Be a strategic and supportive member of the Leadership Team (LT) playing a key role in the future development of the school.
- Contribute to creating an environment within the school where students and staff develop and maintain positive attitudes towards each other, the environment and community.
- Maintain clear expectations, high standards of professionalism and collaboration to meet the school's strategic priorities.
- To actively support the vision, ethos and policies of the school.
- To implement key elements of the school improvement plan relating to student welfare and safeguarding.
- To provide leadership in relation to relevant aspects of the school's process of self- review (SEF).

Teaching and Learning

- To ensure high quality teaching and learning takes place in every lesson across the school
- To have responsibility for the oversight of whole school teaching and learning CPD so that staff have appropriate training to allow them to deliver high quality teaching and learning
- To ensure Heads of Faculty are held accountable for the quality of teaching and learning in their faculty area
- To ensure that there is an effective Quality Assurance programme for monitoring the standards of teaching and learning across the school
- To be an ambassador for high quality teaching, learning and feedback-leading from the front as a highly effective practitioner
- To ensure that there is a school wide marking and feedback policy and that this is used consistently to improve the outcomes for our students
- To work with Lead Practitioners and the Teaching & Learning Team to ensure that the school is promoting innovative and successful approaches to teaching and learning
- To work with staff who may require support to ensure that they deliver high quality teaching and learning
- To act as the main liaison for the wider Trust School Improvement initiatives (Learning Hubs and SIPs)
- To ensure the school's staff are able to deliver effective remote learning

Duties related to Leadership Scale:

- To provide effective line management to identified staff
- To be fully engaged with school self-review process, including observations of staff and undertaking learning walks to help ensure quality of provision
- To attend and contribute to school's Senior Leadership Team Meetings
- To chair, on a rotational basis, the School's Senior Leadership Team meetings
- To attend, where relevant, meetings of the Local Governing Body and produce reports (or provide information to the Headteacher) that will furnish these meetings
- To deliver assemblies where required
- To implement key elements of the school improvement plan
- To provide leadership in relation to relevant aspects of the school's process of self-review (SEF)
- To support the 'SLT Call Out' system in place in the school to ensure an orderly atmosphere in school
- To attend Parents Evenings and provide support for the front desk at these evenings
- To support after school productions/concerts/events to ensure a Senior Leadership Team presence
- To carry out duties in the near locality of the school at the end of school
- To provide a presence at break and lunch time in designated areas of the school
- To supervise Whole School Detentions

Duties related to Teaching:

- To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach the specialist subject at Key Stage 3, 4 and 5
- To plan teaching to achieve progression in students learning
- To establish and maintain a purposeful working atmosphere which supports learning
- To be able to deliver lessons that are engaging and allow all students, regardless of ability, to make the required progress.
- To assess, record and report on pupils' progress
- Attend and contribute to departmental, Skill Area and staff meetings as appropriate
- To communicate and consult with parents of students as necessary.
- To exploit opportunities to improve basic literacy, numeracy and ICT skills.
- To follow school policies in relation to marking, setting of homework and behaviour.
- To participate in staff development opportunities and accept responsibility for own professional development.
- To prepare students for examinations and participate in examination arrangements.
- To cover classes whose teacher is not available as and when required, in line with the school's policy of rarely cover.

The Conditions for Employment of Schoolteachers (schedule 3) specify the general professional duties of teachers. These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher. This job description does not form part of the conditions of employment – it describes the way in which the post holder is expected and required to perform.

PERSON SPECIFICATION

The successful candidate should have:	Qualifications and Experience	Essential/ Desirable
Section 1: Qualifications and Experience		
1.1	Degree(s) or equivalent	E
1,2	Qualified teacher status	E
1.3	NPQH/SL/ML	D
1.4	2nd Degree	D
1.5	Experience of having worked successfully in a large secondary school setting, teaching students from all socio-economic backgrounds and from at least 2 Key Stages	E
1.6	Proven and recent, successful, relevant experience at (at least) middle leader level in a school and for a minimum of 2 years	E
1.7	Proven and recent, successful, relevant experience at (at least) middle leader level in more than one school	D
Section 2: Knowledge, Skills and Abilities		
2.1	Evidence of excellent leadership and management skills	E
2.2	Excellent knowledge of curriculum development and improvement	E
2.3	Knowledge and understanding of current curriculum changes / initiatives	D
2.4	Appropriate training and a willingness to continue training to manage the key areas and tasks outlined in the job description	E
2.5	Proven, excellent classroom management skills	E
2.6	Proven, excellent interpersonal relationship skills and the ability to communicate effectively and sensitively with students, parents and colleagues	E
2.7	An understanding of how students learn and improve their skills, knowledge and understanding	E
2.8	Evidence of good information and communication technology skills	E

2.9	Thorough knowledge and understanding of a subject and how it can effectively be taught across the spectrum of age and ability	E
2.10	Up to date with current pedagogy relating to teaching and learning	E
2.11	Ability to deliver effective and engaging CPD sessions to colleagues	E
2.12	Excellent knowledge of achievement methods and measurement	E
2.13	Knowledge of personnel management principles	E
2.14	Knowledge of resource management principles	E
2.15	General knowledge of support agency structures	E
2.16	Knowledge of health and safety requirements	E

Section 3: Personal Attributes and Qualities

3.1	Clear educational aims and values which are consistent with the school aim of high quality teaching and learning.	E
3.2	Ability to engage in cooperative working to help the team achieve its goals	E
3.3	Ability to filter, judge and act decisively	E
3.4	Ability to operate effectively when working under pressure	E
3.5	The ability to motivate and inspire a range of audiences including students and teachers	E
3.6	Excellent punctuality and attendance record	E
3.7	A firm commitment to and ability to adhere to the school's race equality and cultural diversity policy in all aspects of the post	E