



Woking High School

Job Description

Post: Assistant Headteacher – Teaching, Learning and Assessment (TLA) and emerging technologies

Reporting to: Headteacher

Salary: L13 (£57,890) to L20 (£69,370)

The job description may be amended at any time following discussion between the Headteacher and member of staff, and it will be reviewed regularly. It is anticipated that the strategic and day-to-day nature of the role will evolve over time to reflect the direction of travel of the school.

Job Purpose:

The Assistant Headteacher will work independently and alongside SLT, in particular the Senior Deputy Headteacher, to define, articulate and implement the school's vision and values.

The Assistant Headteacher will work in close partnership with the Senior Leadership Team, SENCo, parents, Governors and external agencies to improve, maintain and monitor high standards of Teaching, Learning and Assessment across the school.

All members of the Senior Leadership Team are expected to be flexible to ensure the most effective organisation and delivery of learning. Other specific duties and responsibilities as part of the Senior Leadership Team will be allocated once a candidate has been appointed.

Key Responsibilities:

- To be an excellent practitioner in the classroom, delivering great results and continuing to develop own teaching to benefit students and colleagues.
- To exercise a key role in the strategic development of TLA and technology, developing a clear strategy and implementation plans.
- To support all staff in understanding the importance of quality first teaching and that everyone must work together to ensure that Teaching, Learning and Assessment are at the core of everything we do.
- To ensure that all staff, teaching and associate staff, have high expectations of what students can achieve and always work to ensure students are making the most of their learning opportunities.
- To ensure that teacher subject knowledge is secure and is updated in line with new curriculum requirements.
- To encourage staff to improve their own knowledge and skills through continued learning.
- To ensure that emerging technologies and their potential use at WHS are explored and adopted, if they are beneficial to the learning of our students and/or the effective delivery of teaching.
- To oversee and organise the monitoring of teaching and learning standards regularly across the school through observations, Learning Walks, book scrutinies, etc., responding to under-performance of teaching staff immediately through training, coaching, individual support packages and external support programmes.

- To collaborate with Heads of Department to monitor and evaluate the quality of TLA within their subjects.
- To oversee and work with staff to ensure the school has a strong Student Voice and that students are given opportunities to reflect of TLA within the school on a regular basis.
- To implement the Assessment Policy, ensuring that there are opportunities for both formative and summative assessments and that these inform teaching.
- To embed the school's marking policy to ensure that all teachers provide students with feedback and opportunity to improve their work after tri-weeklies.
- To work closely with SDHT and AHT (Curriculum) to ensure that the curriculum supports the development of knowledge and skills to be successful academically and preparing them for further education and life.
- To ensure that equality of opportunity and recognition of diversity are promoted through teaching and learning.
- To develop, implement and manage a coaching programme across the school.
- To identify CPD needs across the school in collaboration with the Senior Deputy Headteacher and to lead the delivery of CPD relating directly to TLA and emerging technologies.
- To support our ITT and staff induction programme across all areas through the line management of and collaboration with the Head of ITT and Staff Induction, ensuring that it is of a high quality regardless of start time and experience and allowing new staff to adopt our practices as quickly as possible.
- To develop and manage an individual staff CPD programme, maintaining up-to-date records of training undertaken and the impact and benefits for the school, teachers and students.
- Promote and develop career progression opportunities.
- To maintain up-to-date records of CPD undertaken
- To work closely with the Senior Deputy Headteacher to ensure that teaching staff develop their pedagogy.
- To work closely with the Assistant Headteacher in charge of PSHE/RSE and Safeguarding to develop an outstanding PSHE/RSE curriculum for all year groups.
- To monitor teaching and learning activities and approaches to meet the needs of all students.
- To review practices and suitability regularly, and take an innovative approach to solving any issues, researching approaches to teaching and proactively looking forward.

Whole School Leadership and Management:

- To act as a role model to staff and students through excellent leadership, the delivery of outstanding teaching, continuous professional development and a professional presence in the school.
- To think strategically, build and communicate a coherent vision in a range of compelling ways.
- To continuously self-evaluate areas of responsibility, updating the rolling SEF half-termly and reporting on progress to the SLT and Governors.
- To effectively use data to celebrate achievement and to challenge staff underperformance.
- To work closely with the Headteacher and Senior Leadership Team in all matters concerning the policies of the school and its strategic development, including the School Development Plan (SDP) and discussions about teaching, learning and assessment.
- To promote high expectations of all students and staff in the school, leading by example by modelling behaviour that ensures that the school's ethos is instilled.
- To be available before, during and after school in order to provide support and guidance to students, parents, colleagues and other stakeholders.

- To keep abreast of the national agenda with regards to developments within education.
- To line manage departments in accordance with the line management procedures.
- To attend, prepare documentation for and present information at Governing Body meetings.
- To promote good behaviour and praise, maintaining discipline in accordance with the rewards, rules and disciplinary systems of the school.
- To regularly reflect on own practices, setting personal targets and taking responsibility for own development.
- To take an active role in promoting the school to ensure the best presentation and reputation of Woking High School in the community, leading relevant presentations and creating high quality publications to highlight provision and achievements.
- To contribute proactively to the day-to-day smooth running of the school, regardless of the area of responsibility.
- To undertake any reasonable duty at the request and discretion of the Headteacher.

Woking High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced DBS check.

Woking High School is committed to providing all staff with continued professional development to support and develop them in their careers.

