**Secondary Job Description**

**Assistant Headteacher: Head of Teaching and Learning**

**Job Title: Assistant Headteacher: Head of Teaching and Learning**

**Salary: Leadership scale**

**Line Manager: Deputy Headteacher**

**Supervisory Responsibility: Teaching and Learning Team and ECT mentors.**

**Main purpose of Post**

Under the direction of the headteacher / deputy headteacher the assistant headteacher, will take a major role in:

* Strategic planning and the formulation of policy and delivery of the school strategy, ensuring management decisions are implemented.
* Monitoring progress towards the achievement of the school’s aims and objectives
* Communicating the school’s vision compellingly and supporting the headteacher’s strategic leadership
* Leadership and day-to-day management of responsibility areas
* Managing staff and resources
* Carrying out teaching duties as required
* Responsibility for promoting and safeguarding the welfare of children and young people within the school
* Fulfil the professional responsibilities of this role, as set out in the School Teachers’ Pay and Conditions Document (STPCD).
* The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

**Duties and responsibilities**

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will ensure / carry out the following:

## Achievement

* Ensure staff have access to appropriate, high-standard professional development opportunities that are effective in improving student outcomes.
* Staff make excellent career progression through an effectively planned training strategy.
* ECTs have appropriate support and make strong progress in their professional development.
* Aspiring and new middle leaders have appropriate support and make strong progress in their professional development.
* Performance manage staff as appropriate, including carrying out appraisals and holding staff to account for their performance.
* Manage staff well with due attention to workload.
* Develop additional action research programmes to focus on specific areas of school improvement.
* Encourage transparent self-review and self-improvement as part of these programmes.
* Support DHT/Associate Head to develop teaching mentors / excellent practitioner network from within existing staff and to provide coaching support for staff identified as requiring additional intervention.

## Teaching and learning

* Establish and sustain high-quality teaching across subjects and phases, based on evidence.
* Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
* Ensure the teaching of a broad, structured, and coherent curriculum.
* Lead the development and review of all aspects of the curriculum including planning, recording and reporting, and assessment for learning.
* Be responsible with the headteacher, for the process involved in monitoring and evaluating the quality of teaching and learning, including lesson observations, and target setting.
* Promote the active involvement of pupils in their learning.
* Timely and effective interventions are implemented when necessary.
* Set up annual peer observation programme and ensure successes are celebrated.
* Review and deliver training programme to ensure beginning teachers have a secure understanding of outstanding practice and are supported to work towards this.
* Support DHT to quality assure paperwork submitted (observations, progress reports)
* Manage systems to ensure quality information on routine teaching and learning practice and book looks is collected and reported on at SLT and in summary as part of quarterly reporting system.
* Manage system of ongoing ECT provision (observation programme, mentor support)
* Quality assure work of ECT mentors including all statutory paperwork.
* Support Associate Head/DHT to ensure teaching and learning handbook is effective in capturing best practice and improving standards across the school.
* Establish and lead wider teaching and learning team to ensure outstanding practice is effectively supported and disseminated in all departments.
* Support DHT to establish and manage any pilot teaching and learning projects / collaborative work / action research.
* Liaise with the Associate Head/DHTs in identifying emerging patterns of need based on PM observations and duty look feedback.
* Liaise with the Associate Head/DHTs in planning and delivery of whole school training interventions based on above.
* Liaise with the Associate Head/DHTs to implement and manage individual support packages where necessary.

## Leadership

**Staff make excellent career progression through an effectively planned training strategy.**

* Provide customised training programmes to develop trainee teachers, ECTs and ECT and teacher tutor mentors and aspiring / new middle leaders, keeping formal logs for all staff.
* Plan / revise annual programme of CPD including twilights, induction programmes and whole day staff training events in the light of SLT Development planning.
* Ensure professional standards are clear and staff are supported to review their own progress in meeting these using professional portfolios and PM documentation.
* Ensure ample opportunities exist for more experienced teachers to demonstrate substantial and sustained contribution to whole school development (e.g., through open door classrooms / coaching / leadership mentoring / peer-led training and research projects) and therefore progress successfully to UPS1-3.
* Evaluate programmes based on student outcomes, data from learning looks & lessons observations, progression of staff in PM & feedback from staff in evaluations & staff/student surveys.
* Sustain coaching programme to maximise staff resource.
* Organise school taster days for graduates considering teaching as a career.
* Identify a number of training opportunities which can be opened up to external staff members.
* Represent the school as appropriate and ensure best practice is shared.

**Other**

* All staff are expected to contribute to the wider life of the school (enrichment activities, clubs, trips and visits, or support activities).
* Main scale job descriptions have been drawn up in line with the National Teachers Standards; these also apply to all management post holders.

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| *This post is subject to Enhanced Disclosure procedures.  As a member of the Senior Leadership Team this post is not subject to the directed time limitations attached to other teaching positions outlined in the School Teachers Pay and Conditions Document.* *This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may be subject to change. Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not be identified. Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Nothing will be changed without consultation.* *The post holder will be expected to work in partnership with all school staff including the Senior Leadership team, parents/carers, internal and external visitors to provide an efficient and flexible delivery of a range of services. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.* *This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate. It may be subject to modification at any time after consultation with the postholder.* |

Staff member’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secondary School**

**Assistant Headteacher for Learning and Teaching**

**Person Specification**

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check. Candidates, please address all criteria marked \*\* in your application.

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| **Qualifications and training** 1. Qualified teacher status or equivalent – detail please on application form.
2. Evidence of further recent relevant study in preparation for this leadership role – detail please on application form.

**Experience** 1. Current / recent experience as an excellent classroom practitioner in a secondary school setting. \*\*
2. Experience of leading teaching and learning and implementing effective and successful practice. \*\*
3. Involvement in school self-evaluation and development planning. \*\*
4. Demonstrable experience of successful line management and staff development. \*\*

**Skills and knowledge**1. Understanding of high-quality teaching, the ability to model this and support others to improve. \*\*
2. A good understanding of curriculum design, implementation, and a clear vision for improving pupil outcomes. \*\*
3. Ability to analyse statistical / data to evaluate performance and produce reports with attention to detail. \*\*
4. Ability to effectively manage children’s behaviour positively and to promote good relationships. \*\*
5. Effective communication and interpersonal skills. \*\*
6. Ability to communicate a vision and inspire others. \*\*
7. Ability to build effective working relationships and all stakeholders. \*\*
8. Ability to work under pressure and prioritise effectively. \*\*

**Personal qualities** – part of interview1. Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
2. A commitment to obtaining the best outcomes for all pupils and promoting the ethos and values of the school.
3. Build positive and respectful relationships across the school community.
4. Commitment to safeguarding and equalities within a school setting.
5. Commitment to maintaining confidentiality as appropriate at all times.
6. Willingness to play a part in the wider life of the school e.g., school community events and school events.
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