

### **JOB DESCRIPTION**

<b>Post Title</b>	<b>Assistant Headteacher: Teaching, Learning &amp; Curriculum</b>
<b>Salary Scale / Grade</b>	<b>L7 - 11</b>
<b>Reporting to</b>	<b>Headteacher, Deputy Headteacher</b>

### **JOB PURPOSE**

To ensure the school's curriculum is innovative, personalised, meets the needs of our young people as well as statutory requirements and national guidelines (as appropriate) and is delivered through high quality teaching and learning that maximises all students' potential and enables them to become enthusiastic and independent learners. In addition, you will contribute to the development and delivery of the schools' vision and values.

The successful candidate will be a supportive member of the extended leadership team, playing a key role in the development of the school as it becomes an innovative, high performing and emotionally intelligent 21<sup>st</sup> century organisation, effectively managing an agenda of change to raise standards in all areas of the school.

### **KEY TASKS AND RESPONSIBILITIES**

#### **Strategic Direction and Development**

- To support the Deputy Head Teacher in the strategic development of Teaching, Learning & Curriculum through work with the schools' leadership team and department/subject leaders, reviewing current provision and its responsiveness to the needs of young people and our ambitions.
- To ensure statutory responsibilities are met and national and local initiatives appropriately incorporated into provision.
- To ensure, in association with the Assistant Head and Deputy Head for Quality & Standards, that departments deliver a co-ordinated, coherent curriculum entitlement for all students.
- To support in the development and review of school policies relating to teaching and learning and homework.
- To contribute to the school improvement plan.
- To report to the IEB's sub-committee focussing on teaching and learning and provide advice and guidance as required.
- To work with the Deputy Heads and other Assistant Head in the school to develop the post 16 provision.
- To support the implementation of effective strategies to evaluate the effectiveness of teaching, learning and the curriculum.

## **Teaching and Learning**

- To secure and sustain effective teaching and learning throughout the school through structured monitoring, evaluation and review processes.
- To support the implementation of an effective CPD programme focussed on enhanced learning.
- To ensure appropriate support and interventions are put in place, as necessary, to secure effective teaching and learning.
- To ensure that students experience continuity of learning and effective progression to maximise potential.
- To support in the maintenance of policies and practices across the school that promote inclusion and high achievement through effective teaching, learning and assessment and the creation of a culture and ethos that demands positive attitudes and respect towards each other, the environment, the community and the wider world.
- To develop a programme of extra-curricular activities and out of hours learning that enhance, engage and excite pupils of all abilities and enable individual students' talents and interests to blossom.
- Co-ordinate the sharing of best practice across the school and seek opportunities to collaborate with other innovative and high performing schools and networks to share and develop pedagogies.

## **Leading and Managing Staff**

- To support the Deputy Head Teacher for Teaching, Learning & Curriculum to secure high quality teaching, learning and assessment throughout and across the departments.
- To ensure performance management arrangements are effective so as to secure outstanding academic performance and effectively plan and deliver professional development activities to promote high quality teaching and learning.
- Ensure the effective professional development and assessment of newly qualified teachers, ITT and GTP students and ensure support is provided to enable them to meet expected professional standards.

## **Effective Deployment of Staff and Resources**

- To participate in the recruitment and deployment of teaching and support staff.
- To ensure the learning environment reflects our ambitions of Excellence.
- To ensure IT resources are effectively and innovatively used and developed to support students' learning.
- To participate in arrangements made in accordance with the Regulations for the performance management of staff.

## **General Responsibilities**

- To deputise for the Headteacher in her absence
- To play a full part in all aspects of strategic planning, implementation and review
- To be the line manager for named curriculum areas and to work closely with these areas on raising standards.

- To undertake a range of routine duties such as assembly, break and lunchtime duties, on call, detention and bus duties
- To teach an agreed timetable (approximately 12 hours per week) (50% commitment)
- To maintain a high profile and visible presence around school
- To support a broad range of out of hours activities and events
- To undertake a host of other exciting and as yet undiscovered opportunities and responsibilities!

The post holder will be subject to performance management objectives which will be agreed and reviewed annually. The post holder is expected to carry out such duties as may reasonably be assigned by the Headteacher.

**Note:** this is very much a working JD, indicating the key areas of the role. Specifics will be negotiated with the successful candidate.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.**