



“One community. Many ideas. Everyone’s future”

## Assistant Headteacher Teaching & Learning

### Job Description

The Assistant Headteacher is to play a central role in assisting the Headteacher, other members of SLT and Governing Body to develop our school in accordance with its shared values and our school development plans.

The Assistant Headteacher is to be:

- A primary teacher with experience across the primary age range
- An experienced curriculum and team leader

You will be an exceptional teacher, able to provide professional leadership in the school as well as being accountable for high standards of teaching, learning and standards achieved across the school. You will be responsible for the efficient and effective use of resources and will contribute as a strategic member of the Senior Leadership Team. You will be required to undertake associated leadership duties, as well as other general responsibilities in the school as directed by the Headteacher. Whilst not classroom based, this role involves a teaching commitment.

### **JOB SPECIFICATION**

#### **Strategic Direction and Development of the School**

- Support the Headteacher in defining, meeting, and promoting the vision, aims, ethos and policies of the Trust and promote high levels of achievement.
- Support the Headteacher in the preparation of the Self Evaluation Report and the Academy Improvement Plan, and to meet the priorities in the AIP within the local and national context and to take responsibility for appropriately delegated aspects of it.
- Be solution focused with a positive outlook on school improvement.
- Support SLT to provide an exceptional education for pupils.
- Report to the Headteacher, Leadership Team and Governors on teaching and learning.
- Help ensure the effective implementation of new projects and initiatives, such as mastery.
- Support staff in achieving priorities and targets which the school sets itself and providing them with support and guidance in their implementation.
- Demonstrate high levels of social skills, dealing sensitively with staff, parents and other members of the school community.
- Develop positive working relationships and sustain motivation across the school.
- Play a key role in the discipline and behaviour management of the whole school.
- Undertake other associated duties in the school as directed by the Headteacher.
- Organise and lead meetings in keeping with the role of Assistant Headteacher.
- With the SLT, monitor and evaluate the teaching, learning and attainment and progress across the school and feedback to the Headteacher, Governors and the local authority.

## **Teaching and Learning**

- Be a lead practitioner and demonstrate outstanding practice.
- Model good practice, support training and development, and ensure high quality teaching, to secure the smooth running of the school.
- Lead teaching and learning throughout the school developing and implementing formative assessment strategies.
- Lead, develop and enhance the teaching practice of other staff through coaching, Implement improvement strategies that ensure effective teaching and learning for all pupils.
- Take a lead role in supporting the monitoring and evaluation of teaching and learning across the school contributing to the development of improvement plans.
- Ensure plans/schemes of work are adapted appropriately by colleagues and evaluate their impact on teaching and learning.
- Undertake and maintain lesson observations and evaluations.
- Line manage a team of staff including the performance management and development of its members.
- Develop the team culture which promotes collaboration, sharing of professional values, knowledge and understanding, celebration of achievements and a team responsibility for outcomes.
- Ensure marking and assessment are undertaken in line with school policy.

## **Leading and Managing staff**

- Train, support and develop curriculum coordinators to be able to lead their subjects.
- Collaborate with colleagues to implement coaching and mentoring systems to ensure the support and development of all staff working within the school.
- Plan, delegate, and evaluate work conducted by teams and individuals and ensure a consistent approach across the school.
- Work collaboratively, within and beyond the classroom, with support staff, teachers, other professionals, parents, agencies, and communities to promote the wellbeing of learners.
- Mentor students, trainee teachers and ECTs to offer appropriate mentoring, induction, and support.
- Lead staff in professional development activities and evaluate the outcomes.
- Promote a creative and collaborative working environment.
- Create, maintain, and enhance effective relationships.
- Have an active commitment to CPD and lead by example in this area.

## **General Responsibilities**

- Establish and maintain a supportive ethos which enables learners to achieve their potential through creating and managing a positive learning environment and behaviour management strategy.
- Play a role in the development and application of policies and practice raising standards in the school.
- Support and implement practices and policies which promote diversity, encourage mutual tolerance and respect.
- In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context.

## **Efficient and Effective Deployment of Resources**

- With the SLT, maintain efficient and effective management and organisation of learning resources, support colleagues to develop or identify new resources including the use of technology.
- Be responsible for the management of sub-budgets within the overall school budget.
- With the SLT, maintain efficient and effective management of expenditure on resources, equipment.

and enrichment activities.

- Help colleagues to create a stimulating learning environment in classrooms and around the school.

### **Accountability**

- Supporting the Headteacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.
- Be accountable for the efficiency and effectiveness of initiatives as determined by the Headteacher.

### **Managing Own Performance and Development**

- Prioritise and manage their time effectively.
- Take responsibility for their professional development.
- Keep themselves fully appraised and aware of educational and other appropriate developments, whether national or local, and assess the impact on the school and the inclusion team.
- Always ensure the highest standards of professional conduct and confidentiality, and in particular when with other staff of the school.

### **General responsibilities**

- Have a proper and professional regard for the ethos, policies and practice of the Academy and Trust.
- Have an understanding of, and always act within, the relevant professional standards and statutory frameworks. This includes those relating to Health & Safety, security, confidentiality, and data protection.

*Please note that this is illustrative of the general nature and level of responsibility of the role and not a comprehensive list of all tasks. The postholder may undertake other duties appropriate to the role. This job description may be subject to amendment at any time after consultation with the postholder.*