



## **Assistant Headteacher Job Description – Teaching and Learning Maternity cover 1 year fixed term**

<b>Title:</b>	Assistant Headteacher
<b>Project Team:</b>	Teaching Staff
<b>Reports to:</b>	Deputy Headteacher
<b>Grade:</b>	Leadership 12-16 (£67,898- £75,049)
<b>Hours:</b>	32.5 Hours (full-time), all year round, 52 weeks per year (with some requirement to work occasional out of hours)

### ***Key Duties and Responsibilities***

## **1. Strategic Leadership of Teaching & Learning**

- Lead whole-school strategy to secure consistently high-quality teaching across all departments.
- Use research-informed approaches to improve pedagogy and ensure strong alignment with the school's ethos of high expectations.
- Analyse teaching, attainment and progress data to identify strengths, gaps, and priorities for improvement.
- Oversee the design, sequencing and quality assurance of curricula in collaboration with subject leaders.

## **2. Staff Development, CPD & Professional Learning**

- Support the whole-school CPD programme, ensuring it is purposeful, evidence-based and aligned with school improvement priorities.
- Provide coaching, instructional mentoring and personalised development for staff to maximise teaching quality with specific leadership of our Step Lab programme.

## **3. Quality Assurance of Teaching**

- Implement and oversee learning walks, book reviews, lesson visits and departmental reviews to ensure teaching is consistently strong.
- Lead whole-school moderation and standardisation processes to secure accurate assessment and robust teacher judgments.
- Report regularly to SLT and governors on teaching standards, CPD effectiveness and areas for strategic focus.

## **4. Curriculum, Assessment & Standards**



- Ensure all departments deliver well-sequenced, knowledge-rich curricula that support deep learning.
- Oversee assessment frameworks, ensuring they are valid, reliable and used effectively to inform teaching.
- Identify underperformance at class, cohort and subject level, implementing rapid improvement plans where needed.

## **5. Leadership of Innovation & Pedagogical Improvement**

- Lead whole-school adoption of high-impact TLAC teaching strategies (e.g., Rosenshine, retrieval practice, modelling, explicit vocabulary instruction).
- Drive initiatives that enhance engagement, challenge, and the learning climate across the academy.
- Champion inclusive teaching practices that meet the needs of all learners, including SEND and disadvantaged pupils.

## **6. Line Management & Middle Leadership Development**

- Line-manage designated curriculum leaders or teaching & learning leads, supporting them to drive improvement in their areas.
- Line-manage and support a specific year group from a pastoral perspective alongside our innovative year group model
- Hold middle leaders to account for curriculum quality, teaching standards, outcomes and intervention impact.
- Support recruitment, induction and retention of high-quality teaching staff.

## **7. Contribution to Whole-School Leadership**

- Contribute fully to SLT strategic planning and school improvement priorities.
- Lead our whole-school Ethos Week for KS3 (February each year)
- Lead and support the numerous Visit Days the school hosts each year for example DfE Hub days and Exemplary Leadership Programme
- Support academy routines, behaviour expectations, safeguarding culture and daily operations.
- Represent the school externally where teaching & learning expertise is required (e.g., networks, Trust events, DfE hub work).
- Support subjects in the running of after school or holiday intervention sessions as agreed



## **Person Specification – Assistant Headteacher (Teaching and Learning)**

### **Education & Qualifications**

- Qualified Teacher Status
- Good honours degree
- Evidence of professional development e.g. NPQSL or working towards
- Higher degree (Desirable)
- KS4 GCSE or similar examiner with experience in the last three years

### **Skills, Abilities and Experience**

- Successful senior or middle leadership experience
- Strong track record of improving specific subject outcomes over a 3 year period
- Experience leading curriculum development and quality assurance
- Outstanding classroom practitioner
- Proven record of raising standards across KS3–KS5
- Ability to use data effectively
- Experience managing staff teams

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