

Job description

Assistant Head Teacher – Teaching and Learning

Purpose of the role

To support the Head of School and the Deputy Head Teacher in strategically leading the school, and to help develop a culture of high aspirations and excellence for all.

Specific Responsibilities

Leading Teaching and Learning

- To provide training for staff on effective teaching and learning
- To promote the active involvement of students in their own learning
- To contribute to school target setting; including statutory procedures and targets for individuals and groups of students throughout the school
- To support strategies to promote high standards of behaviour
- To oversee the development of an effective assessment framework
- To promote the use of ICT to enhance and extend students' learning
- To monitor and evaluate classroom practice
- To provide support for colleagues in improving their classroom practice

The main requirements relating to the Leadership Standards are detailed below and involve the following commitments:

Shaping the Future

- To support the Head of School and governors in establishing a vision for the future development of the school
- To play a leading role in the school improvement planning process, taking account of the agreed priorities of the school
- To contribute to the identification of key areas of strength and weakness in the school and to lead in relevant areas e.g. catch up, use of pupil premium funding
- To work to a high standard in implementing agreed policies and priorities, and to set high expectations and a good example for other colleagues

- To promote a culture of teamwork, in which the views of all members of the school community are valued and taken into account
- To contribute to the self-evaluation of the school

Developing Self and Working with Others

- To promote equal opportunities and safeguard the safety and welfare of all those in the school
- To contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount e.g. through taking school assemblies
- To support the development of collaborative approaches to learning within the school and beyond
- To support the induction of staff new to the school
- To set high expectations for your own performance and that of others and to assist with the setting and monitoring of professional standards in the work of all staff members
- To engage in relevant professional development activity as necessary and to guide staff in their training and personal development

Managing the Organisation

- To monitor the quality of teaching and learning in the school and to promote improvement
- To contribute to a regular review of the organisation of the school to ensure it meets statutory requirements
- To develop action plans in specified areas of responsibility, in order to bring about improvements
- To lead on the development and implementation of school policies relating to issues such as assessment and reporting
- To contribute to the planning process for the distribution of resources, to ensure they meet the schools identified priorities
- To take responsibility for Performance Management of identified staff
- To contribute to the regular evaluation of the impact of the use of resources in relation to the quality of

education of the students and value for money

- To maintain a high profile in the life of the school through being a visible leader around the site, overseeing the operation of duty teams and by attending extra-curricular events
- To be directly associated with responsibilities relating to assemblies, tutor meetings and quality assurance

Securing Accountability

- To support the governing body in meeting its responsibility to account for the performance of the school
- To be directly linked with named curriculum areas in terms of monitoring and evaluation and in support of improvement planning and performance review
- To support staff in understanding their own accountability, and promote performance management as a means of improving teaching, learning and leadership in the school
- To assist with the reporting of the performance of the school to parents, carers, governors and other key partners as necessary
- To provide reports and information related to your areas of responsibility as required

Strengthening Community

- To gain an understanding of the diversity of the school community
- To contribute to policies and practice which promote equality of opportunity and tackle prejudice
- To contribute to the development of opportunities for students to enhance their learning within the wider community
- To promote and model good relationships with parents, which are based on partnerships to support and improve students' achievement
- To promote links and good relationships with the local community and outside agencies

Person specification

	Essential	Desirable
Education and qualification	<ul style="list-style-type: none"> • Honours Degree (First or Second Class) • Qualified Teacher Status–PGCE or equivalent • Evidence of applying continued professional development 	<ul style="list-style-type: none"> • Higher professional qualification
Knowledge & experience	<ul style="list-style-type: none"> • Significant teaching experience at senior leaders level in a secondary school setting • Has successfully led, planned, managed and evaluated change which has had a significant impact at whole school level • Has demonstrated the ability to work strategically and successfully 	<ul style="list-style-type: none"> • Has experience of sixth form teaching and intervention

	<ul style="list-style-type: none"> • Demonstrates outstanding, sustained and successful experience as a teacher in a secondary context • Has a proven record of outstanding teaching and outstanding results with examination classes • Can demonstrate strategic thinking and planning that builds, communicates and carries forward coherent and shared vision • Has experience of developing and sustaining a learning culture that has inclusion at its core, including high expectations and standards of achievement 	
Skills and abilities	<ul style="list-style-type: none"> • A wide range of effective behaviour management and strategies to embed them across a school • A clear understanding of what constitutes positive student behaviour and effective strategies to achieve them • Knowledge and awareness of the OFSTED framework—particularly the behaviour and attitude section • Ability to motivate and inspire others • Ability to lead initiatives, support the process of change and work effectively in a team • Ability to coach colleagues to improve their behaviour management 	<ul style="list-style-type: none"> • Experience of improving whole-school student attendance
Personal qualities	<ul style="list-style-type: none"> • A student centred approach to education • Ability to think strategically and use your own initiative • A commitment to work as part of an effective senior leadership team • Ability to form good working relationships with students and staff • High standards and expectations • Ability to hold effective yet difficult conversations with a range of stakeholders • Outstanding communication skills • Reliability and integrity • A commitment to safeguarding and promoting of welfare of children issues 	<ul style="list-style-type: none"> • A commitment to personal and professional development • Subscribe to a research based approach to education