Post: **Assistant Headteacher: Teaching and Learning**

Reports to: **Headteacher**

1(a) **Key Purpose**: With the Headteacher and Deputy Headteachers will:

I.   Share responsibility for school policies, decision-making and strategic planning;
II.   Develop an ethos of high expectations of staff and students and an adaptable and positive approach to innovation;
III.   Take full accountability for key areas of the school's work.

1(b) **The key focus** of this post is to ensure the highest quality of teaching and learning provision, ensure the highest quality of achievement and progress and support the development of outstanding teaching and ensure quality CPD for all staff, by:

I.   Developing the teaching and learning skills of all teachers through a rigorous programme of CPD and the setting of challenging targets for improvement. This will be multi-faceted and appropriate to career stage.
II.   Developing an effective CPD programme for all support staff. This will be multi-faceted and appropriate to career stage.
III.   Developing the leadership and management skills of curriculum leaders through a rigorous programme of support and the setting of challenging targets for improvement;
IV.   Develop, lead and manage effective strategies to improve standards of teaching and learning by use of appropriate strategies across the school;
V.   Accountability for line management of designated curriculum subjects;
VI.   Support access to peer to peer and external professional development.

2. **Areas of Responsibility and Accountability**

(a) **Leadership and Management**

I.   Support the vision and mission of the school through strategic leadership;
II.   Deputise for the Deputy Headteachers and share leadership at the most senior level;
III.   Make significant contributions to meetings of the Senior Leadership Team and Curriculum Leaders;

IV. Contribute to the day to day organisation of the school and ensure it functions efficiently and effectively;

V. Be a highly visible presence around the school and model expectations of staff and students;

VI. Take full accountability for targets relating to the performance of an agreed area/department

VII. Take full accountability for the examination results of the designated curriculum subjects (line management)

VIII. Leadership of the school's Teaching and Learning policy: its monitoring, review and evaluation;

IX. Strategic leadership of the school's E-Learning Policy and ICT strategy: its monitoring, review and evaluation;

X. Make a significant contribution to the Governors' meetings, including appropriate documentation;

XI. Make a significant contribution to the school's self-evaluation process, including the SIP and SEF;

XII. Assume any other responsibilities as may reasonably be required by the Headteacher.

(b) Student learning and achievement

I. Monitor the quality of teaching and learning and ensure the school's Teaching and Learning policy is implemented consistently and effectively;

II. Monitor the quality of E-Learning and ensure the school's ELearning policy is implemented consistently and effectively;

III. Support the Leadership Team with the pastoral care of all students who are underachieving.

IV. Contribution to the Governors Committees with respect to the T&L, E-Learning and CPD;

(c) Staff Support and Challenge:

I. Lead and manage the CPD programme for all teaching staff and support staff and ensure its efficient and effective implementation that impacts on professional learning at all levels.

II. Responsible for the school's induction programme for new teaching staff.

III. Lead and manage the work of designated curriculum subjects;

IV. Contribute to the ITE and ECT programmes.

V. Lead and manage all performance coaching programmes and report on progress to the Headteacher.

VI. With the Headteacher , ensure the effective implementation of the School's Appraisal Policy;

VII. Direct and support the work of the assigned support staff;

VIII. Undertake lesson observations, book looks, learning walks, student interviews, and use the outcomes to identify and promote "best practice";

IX.   Conduct staff surveys and act on outcomes;

X.   Remain positive at all times and lead staff by example.

(d) Learning Community

I.   Represent the school at meetings as appropriate

II.   Attend relevant INSET CPD, Appraisal training/meetings

Assistant Headteacher: Teaching and Learning
Person Specification

Qualifications and Experience

- Well qualified graduate with qualified teacher status
- Successful leadership and management of the delivery of leading edge, high quality education
- Relevant experience of Assistant Headteacher level in secondary education
- Experience of successful leadership and change management
- Evidence of continuing professional development including working towards or attainment of Leadership Pathways, Masters
- Experience of teaching A Level

Knowledge, Skills and Abilities

- Excellent interpersonal skills
- Proven leadership, management and teaching skills
- Ability to identify and promote school improvement in creative and innovative ways
- Knowledge of current initiatives in education especially in terms of personalised learning and student progress
- Knowledge of current initiatives in education especially in terms of raising standards and achievement
- Ability to maintain a positive and supportive culture within the school
- Competent in the use of ICT

Personal Qualities

- Positive attitude to team building across the School and a team player
- High levels of motivation and energy
- Sense of humour and ability to work under pressure whilst maintaining an appropriate work/life balance
- Be passionate about teaching and learning
- Be passionate about high standards and achievement and excellence for all
- Enthusiasm for student welfare, their success and happiness
- Be an excellent teacher
- The successful candidate will have experience of leading whole school improvements and raising standards and achievement in one or more of the areas below:-
- whole school teaching and learning and e-learning
- curriculum developments and design in all key stages
- whole school pastoral care, support and guidance of a significant number of students
- whole school data analysis and target setting
- whole school assessment and reporting
- whole school CPD
- Gifted and Talented provision
- Community Cohesion and extended schools