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## Job Description

<b>Job Title:</b>	<b>Assistant Headteacher – Teaching, Learning and Assessment</b>
<b>Salary Scale:</b>	<b>L14- L18</b>
<b>Start:</b>	Start September 2019 (before, if possible)

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### Core Purpose

The core purpose of the post is to work collaboratively with the Headteacher and Senior Leadership Team to realise our vision to be an outstanding Catholic community, taking a key role in school improvement and leading and managing all aspects of teaching, learning and assessment at the College. The Assistant Headteacher will work to create a reflective culture of continuous improvement and high aspiration and will support all members of the College, staff and students, to realise their potential. Assistant Headteachers also ensure the smooth day to day running of the school. The specific responsibilities of each member of the Senior Leadership Team will be agreed annually and may be subject to change, to afford each member of the Senior Leadership Team the opportunity to gain experience in different aspects of school leadership.

This job description is in addition to the national standards expected of all who have attained Qualified Teacher Status and where applicable, Post Threshold Standards.

### Job Purpose

The primary purpose of the Assistant Headteacher for Teaching, Learning and Assessment is to ensure that teaching and learning and assessment across the College is outstanding and of the highest standard.

### Vision and culture

- Have a holistic approach to learning which is broader than examination results and to support the College's mission in developing 'Men and women for others', nurturing the spiritual formation of our young people
- Work with staff and Governors to develop the distinctive Jesuit ethos, vision and aims of the school
- Maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment
- Lead, support and develop school strategies to maintain outstanding standards of student behaviour and attendance, and warm and supportive relationships, in keeping with our Christian values, especially in support of vulnerable students

### Duties and responsibilities

## **School Leadership Responsibilities**

- Promote and actively support the Catholic values and ethos of our school
- Contribute to strategic improvement planning, implementation and evaluation across the school
- Lead and be accountable for aspects of the school improvement plan and school self-evaluation related to teaching, learning and assessment including reporting to governors as required
- Establish and review policies through which the aims and objectives of the School Improvement Plan may be achieved
- Manage staff and resources
- Facilitate staff training on a range of initiatives relevant to teaching, learning and assessment
- Assist in recruitment and retention of staff, fostering good relationships and encouraging good working practices
- Be a visible presence in the school, to have high expectations and lead by example, supporting colleagues and maintaining standards
- Ensure that our safeguarding arrangements are robust
- Be a public advocate for the school, representing its interests loyally and with discretion
- Attend and contribute to meetings relating to the teaching, learning and assessment aspects of the school
- Attend Governing Body meetings as needed to advise, report, and support committees
- Participate in key events, eg Open Evening; staff appointments; extra-curricular and out-of-school-hours activities and attend exam results days
- Take a lead role in Quality Assurance activities
- Work with the Headteacher and school governors to ensure that the school meets its statutory and educational responsibilities
- Represent the Headteacher at meetings as directed
- Act as a positive role model for staff and students alike
- Undertake daily supervision and duties

## **Leading and Managing Teaching, Learning and Assessment**

The Assistant Headteacher for Teaching, Learning and Assessment will lead all aspect of teaching learning and assessment.

Responsibilities specific to the role:

- Promote a clear vision for the highest quality teaching, learning and assessment across the College
- Lead the formulation and monitoring of policies relating to all aspects of teaching, learning and assessment
- Lead the strategic planning and development of all issues relating to teaching, learning and assessment including leading and developing our teaching, learning and assessment development groups
- Manage of all aspects relating to teaching, learning and assessment and lead the ongoing development of teaching and learning

- Ensure our teaching meets the needs of all learners regardless of their ability and represents quality first teaching
- Use a range of monitoring techniques such as analysis of examination results, classroom observation, learning walks, work scrutinies, study of lesson plans and pupil interviews to analyse the quality of teaching, learning and assessment
- Develop a culture of collaboration and effective sharing of good practice
- Support the colleague in charge of training and mentoring PGCE, School Direct and other ITT colleagues
- Ensure that there is a programme of support and guidance for any new members of staff with particular provision for NQTs, Graduate Trainees, Unqualified teachers or trainee teachers
- Work with relevant stakeholders in the consultation, development, and implementation of school strategies
- Monitor and review the impact of the strategies implemented
- Monitor and track the quality of teaching, learning and assessment in the College, regularly reporting an overview to the Senior Leadership Team and Governors
- Work collaboratively with others in the teaching alliance to which we are attached
- Liaise with senior staff on any training needs resulting in teaching, learning and assessment development
- Keep updated on current research and development, related to teaching, learning and assessment
- Keep the Headteacher regularly advised on current development in teaching, learning and assessment, and other key distributed areas of responsibility
- Any other duties requested by the Headteacher

### **Leading and Managing Staff**

- Line manage a number of Subject Leaders
- Line manage a Learning Co-Ordinator
- Line manage the Literacy Co-Ordinator
- Lead on the strategic planning, development and implementation of the provision for More Able
- Support the leadership and development of STEM working with relevant colleagues
- Take part in the appointment process for new members of staff
- Support staff with professional advice and appropriate staff development
- Carry out Performance Review of nominated staff
- Arrange and chair meetings related to teaching and learning

### **Strategic Direction and Development of Teaching, Learning and Assessment**

- Produce a strategic plan to deliver the vision which is supported by an annual action plan
- Be accountable for the strategic direction, leadership and management of teaching, learning and assessment and the development and implementation of policies, plans, targets and practices within the context of the School's aims and policies
- Complete a regular evaluation of teaching, learning and assessment including an analysis and commentary of student academic performance. The conclusions of the report should then be used to modify the strategic plan

## **Internal Communication**

- Attend meetings of Senior Leaders and Middle Leaders
- Meet regularly with Subject Leaders and Learning Co-Ordinators to discuss progress within the subject area
- Produce written reports/information required by SLT and Governors including regular updates on teaching, learning and assessment.

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. The job description is subject to review.**