All Hallows Catholic High School

Job Description

Assistant Headteacher Teaching and Learning

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| **CORE PURPOSE** |
| To work as an Assistant Headteacher Teaching and Learning, as part of the All Hallows School Leadership Team, and to fulfil responsibilities as determined by the Headteacher to raise standards, maintain the wellbeing of staff and students and to contribute to maintaining and further developing the outstanding learning community |
| KEY RESPONSIBILITIES |
| 1. Embed the principles of excellent teaching and learning in the practice of all teachers so that outcomes continue to improve for all cohorts of students across the school
2. Contribute to the school’s self-evaluation and quality assurance processes to accurately identify key strengths and areas for development and devise an improvement strategy founded on this evidence
3. Oversee the school’s approach to assessment, marking and feedback to ensure that teachers deploy the most appropriate assessment methodology, are responsive to student progress and their planning to maximise student outcomes
4. To lead on all aspects of the school’s Personal Development programme ensuring that students are positively impacted by their study of the wider school curriculum
5. Be a role model of outstanding teaching and actively support the ongoing dialogue about teaching and learning with colleagues across the school
6. Be a role model of outstanding leadership by taking the initiative, demonstrating a range of leadership styles and by adopting a rigorous approach to all aspects of the work of the Leadership Team
7. Support the school’s ethos and Mission by supporting extended school activities, including giving assemblies, supporting evening school functions and hosting visitors to the school as required
8. Share with members of the Leadership Team the responsibility for the daily administration and good

management of the school. This will include line management of middle leaders, communication with parents, participation in gate and other duties, lunchtime supervision and quality assurance activities1. As the school’s strategic leader for teaching and learning, take responsibility for regularly reporting all developments in teaching and learning and analysis of the impact of teaching and learning on student progress, to the school’s Governing Board
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| **SPECIFIC RESPONSIBILITIES** |
| **Teaching and Learning**Articulate a clear vision for excellent teaching and learning to all stakeholders in the schoolWork with leaders at all levels to develop a shared understanding of the principles of excellent teaching and learning among all teachers1. Embed opportunities for developing and sharing pedagogical strategies which secures a consistent approach to teaching and learning across the school that meets the needs of all learners
2. Devise a strategic teaching and learning improvement plan founded on a forensic analysis of the quality of teaching in the school and the most contemporary pedagogical research which includes subject specific, individualised and whole school training
3. Oversee and regularly evaluate teaching and learning developments as described in Departmental Improvement Plans and oversee the work of the Literacy and Numeracy Coordinators to maximise their impact on the quality of teaching and learning across the school
4. Ensure all teachers have a shared understanding of different approaches to assessment and are using the outcomes of these assessments to identify student improvement and to adjust their planning to address these
5. Review the implementation of whole school and individual department feedback and marking policies to ensure that students receive regular and meaningful feedback to which they can actively respond
6. In collaboration with the DHT Curriculum, devise a strategy for teachers whose performance is a sustained cause for concern and who therefore require individual support or coaching

**Personal Development**1. To hold the responsibility for the strategic leadership of the school’s Personal Development provision
2. Plan an effective Personal Development Curriculum which encompasses all statutory requirements of PSHE, Citizenship, SRE, British Values and Careers Education
3. Liaise closely with the DHT with responsibility for the Catholic life of the school and Assistant Headteacher with responsibility for Careers Education in the process of developing and evaluating Personal Development provision
4. Be responsible for the organisation and coordination of the school’s enrichment programme
5. Review and report upon the effectiveness of the Personal Development Curriculum to key stakeholders
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| FURTHER RESPONSIBILITIES |
| 1. To hold the responsibility for strategic leadership of the school’s internal and external examinations arrangements, including the line management of the school’s Examinations Officer
2. To line manage identified members of the school’s administration team, including the Office Manager and Examinations Officer
3. To oversee the annual appraisal system for support staff, administered by the Office Manager. To liaise with the DHT Curriculum to ensure that CPD requirements for support staff are actioned
4. To lead on all aspects of the school’s ITT and NQT provision, including responsibility for ensuring statutory requirements are met with regard to the submission of relevant documentation
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| **GENERAL** |
| 1. The Assistant Headteacher will report to the Headteacher, and Governing Board, who have the overall responsibilities for standards within the school
2. All Hallows expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is reasonably within the remit of the duties and responsibilities.
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