

Job Description

Post Title: Assistant Headteacher-Leader of Learning

Salary Scale: L15-20

Terms and Conditions: All the post holder's responsibilities are subject to the general duties and responsibilities contained in the current Teachers' Pay and Conditions document and its successors

Responsible to:

- The headteacher

Purpose of the Post:

At Ribblesdale we believe that every child has the right to experience the best possible quality of education and achieve the highest possible levels of academic and personal success.

The school believes that in order to provide the very best education for young people, their learning has to be facilitated by highly professional teachers who are committed to continuing improvement in their pedagogy and all aspects of their professional learning. Further to this, we believe in the professional obligation of all teachers to support the development of others and the improvement of the whole organisation.

All teachers will:

- Meet or surpass The National Teacher Standards
- Inspire pupils to achieve their very best
- Ensure all teaching is of the highest standard
- Ensure all pupils make outstanding progress
- Implement all school policies and procedures fully

Specifically, the post holder, working with SLT colleagues, will have responsibility for:

- Supporting the constant review and development of the curriculum, ensuring both the sequencing and pedagogy are effective across the whole school
- Leading quality assurance of the above
- Oversight of CPL including programme design, implementation and evaluation
- Self-evaluation and school improvement planning in conjunction with the headteacher
- Leading evidence-based practice across the school
- Strategic link to specific curriculum areas
- Developing and quality assuring the school's approach to ILOs (independent learning opportunities)
- Ensuring quality first teaching for pupils with additional needs (in conjunction with SENDCo).

Strategic direction and development:

- Support the vision, ethos and policies of the school which secure effective teaching, successful learning and promote high levels of achievement and self-esteem for all pupils, irrespective of background, ethnicity, gender or disability.
- In partnership with the headteacher, to monitor and evaluate the work of the school in order to identify strengths and areas for improvement and to update the school's self-evaluation and improvement planning framework.
- Work with all stakeholders to identify priorities and targets for ensuring pupils achieve high standards and make progress, increasing teachers' effectiveness, narrowing gaps for underachieving groups and securing school improvement.
- Evaluate the effectiveness of the school's policies and developments and analyse their impact on pupils
- Ensure the effective and proficient use of pupil data from a variety of sources, both internal and external, to inform strategy and to ensure good or better progress for pupils
- Work with stakeholders across the school to develop, implement and evaluate intervention strategies for cohorts of children that maximise their learning and achievement and support their engagement and self-esteem. This intervention will include curriculum intervention, teaching and learning and a range of outside agency and in-school interventions.
- Work with stakeholders to develop and implement the school's core values of inclusion and the value of the individual, including working with children, families and colleagues to secure the best experience for our young people in school.
- Work in partnership with parents, carers, outside agencies and the local community to support learning.
- To contribute to the development of school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- To ensure the Headteacher and Governing Body are well informed about the quality of education in the school

Teaching and Learning

- To model outstanding teaching.
- To optimise the use of feedback in all its forms, to ensure teaching is responsive
- Secure, through observation, coaching and celebration, the effective design and delivery of the curriculum

- To support in ensuring that pupils' treatment of each other and school facilities, and their behaviour around the school, including awareness of each other's needs at break times, between lessons and in assemblies and other activities, is effectively managed and has a positive impact on learning
- To lead the quality assurance of teaching and learning
- Develop strategies which foster independent learning
- Work in liaison with the school's Edtech lead to capitalise on opportunities presented by new technologies.

Leading and Managing Staff

- To contribute to the recruitment of staff in the school as requested by the headteacher
- To participate fully in the school's appraisal and professional learning process and attend relevant training
- Support staff in forming and sustaining effective relationships with young people
- Establish clear expectations and constructive and collaborative working relationships throughout the school, distributing leadership roles and responsibilities as appropriate
- Sustain high levels of motivation and optimism in self and team
- Manage the effective deployment of training resources
- Appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness of the appraisee(s)
- Oversee and implement systems for teachers requiring additional support, including those on informal and formal programmes
- Ensure that the headteacher and governors are well informed about policies, plans and priorities, the school's success in meeting objectives and targets, and professional development plans

Efficient and Effective deployment of Staff and Resources

- To contribute to the smooth and effective running of the school on a day-to-day basis
- To have a high profile and presence around the school in order to model appropriate expectations for staff and pupils
- To ensure that the rewards and sanctions policies are appropriately and consistently implemented across the school
- To attend all school events
- To lead school assemblies as requested by the headteacher
- Identify appropriate resources for your teams and ensure that they are used effectively, efficiently and safely
- Supporting the creation of an effective and stimulating environment for the immersive teaching and learning of all subjects
- Ensure that there is a safe working and learning environment in which risks are properly assessed

General

- To undertake such other duties from time to time as directed by the headteacher in line with the developing needs of the School.

Note

1. This job description is not necessarily a comprehensive definition of the post.

2. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the headteacher and the postholder.

Signed: _____ (Headteacher)

Date of issue _____

Signed: _____ (Post-holder)

Date received: _____ SPECIFIC RESPONSIBILITIES FOR THE POST