

Ridgewood Community High School

Eastern Avenue, Burnley, BB10 2AT

Telephone: 01282 953653

Email: office@ridgewood.lancs.sch.uk

Website: www.ridgewood.lancs.sch.uk

Headteacher: Mr I Carden

Deputy Headteachers: Mrs G Robinson, Mrs L Talbot



JOB DESCRIPTION - Assistant Head Teacher Quality of Education (Whole School)

Post title	Assistant Head Teacher Quality of Education (Whole School)
School:	Ridgewood Community High School
Salary and range:	Leadership pay range points L8 to L12, in line with the School Teachers' Pay and Conditions Document
Line manager/s:	Deputy Headteacher
Supervisory responsibility:	As directed by the Headteacher, the postholder may be responsible for the deployment and supervision of the work of staff within the school relevant to their responsibilities

Main purpose of the role

- To assist the leadership and management of the school in order to provide effective education
- Under the overall direction of the headteacher (Deputy Headteacher) play a lead role in:
 - supporting the aims, objectives of the schools and implementing the policies (Quality of Education) through which they are to be achieved
 - Responsible for the standards and curriculum of all pupils including monitoring of progress of pupil's achievement at KS3-KS4
 - Responsible for whole school Assemblies/school worship/celebration
- Carry out the professional duties of a teacher as required
- Be a member of the extended Senior Leadership Team
- To take a lead role in modelling excellent teaching and sharing best practice across the school
- To teach an appropriate timetable and to provide cover as appropriate
- To take a lead role in the school's appraisal/performance/Teacher Recruitment management process
- To take a lead role in the induction of new staff.
- To take a lead in support NQT, RQT, PGCE and ITT students



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Duties and responsibilities

Life of the school

- Play a leading role in the school improvement and school self-evaluation planning process for the quality of education/curriculum at KS3, KS4 and KS5
- With the headteacher and deputy headteacher devise, implement and monitor action plans and other policy developments (Quality of Education)
- Lead by example to motivate and work with others
- Promote a culture of inclusion within the school community where all views are valued and taken into account
- To contribute to effectively to:
 - maintaining and developing the ethos, values and overall purpose of the school
 - monitoring and evaluating the performance of the school
 - the efficient organisation, management and supervision of school routines
 - the determination of appropriate pupil groups and staff deployment.

Learning and Teaching

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- To ensure CIEAG provision is embedded across the school and prepares all students for adulthood. To liaise with CIEAG lead and other stakeholders to ensure the curriculum meets the statutory guidance.
- Work with the leadership team to raise standards through the development and implementation of strategies and initiatives that form part of the school improvement plan
- Take a lead role in the development and delivery of training and support for staff
- Take a lead role in development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Contribute to the strategic planning of the school and the formulation of policy that supports the strategy
- Ensure pupils with additional educational needs are appropriately supported by the curriculum, developing and organising interventions as and when necessary
- Ensuring that information on pupil progress is used to: improve learning and teaching, inform and motivate pupils, inform parents, provide necessary references for other educational institutions and employers, and aid Governors in the future management of the school.
- Take a lead role in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson walkthroughs to ensure consistency and quality
- Support the systematic teaching of basic skills and recording of impact is consistently high across the school
- Implement robust systems for the evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning



- Timetabling arrangements to ensure all statutory and appropriate curriculum areas are taught to relevant Key Stages.
- The promotion of extra-curricular activities in accordance with the educational aims of the school.

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond
- Participate in the induction of staff new to the school and those being trained within the school
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Work with the senior leadership team to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management

Management of the organisation

- Participate in termly reviews of the school development plans to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Support a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Line management responsibility for Teaching and Learning Team (as decided by head/deputy head)
- Support the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To assist in the recruitment and selection of staff in the organisation
- To undertake any professional duties, reasonably delegated by the headteacher
- To undertake any professional duties/responsibilities of the EVC to ensure all staff follow the systems required
- To promote an attractive environment which stimulates and enhances the appearance of the school
- To maintain effective working relationships with external agencies and services contracted to the school and the authority

Securing accountability

- Where responsible, ensure all expenditure is controlled within the school budget
- Engage in relevant professional development activity that supports the school improvement plan
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school



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Strengthening community

- Work with the senior leadership team in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Promote the positive involvement of parents/carers in school life
- Participate in conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Promote positive relationships and work with colleagues in other schools and external agencies
- Promote a positive relationship with the school

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.



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Person Specification - Assistant Headteacher (Quality of Education)

REQUIREMENTS	Essential / Desirable	Identified by Interview/ Application/ Reference
QUALIFICATIONS		
• Qualified Teacher Status (Secondary)	E	A
• A good honours graduate degree	E	A
• Recent effective professional development	E	A
• National Postgraduate qualification or master's degree	D	A
KNOWLEDGE AND EXPERIENCE		
• To have an excellent record of pupil outcomes	E	A
• Evidence of substantial successful experience at middle leadership	E	A
• To have excellent classroom management and teaching skills	E	A, R
• Experience of leading educational innovation leading to the raising of standards	E	A, I
• Up to date knowledge of relevant legislation and guidance in relation to safeguarding children	E	I
• Clear understanding of the science of learning	E	A, I
• Evidence of successful experience at senior leadership	D	A, I
• Practical experience of leading whole school teaching and learning	D	A, I
• Experience of instructional coaching	D	A, I
LEADERSHIP AND MANAGEMENT SKILLS		
• To have knowledge of and confidence in the use of pupil performance data and the ability to analyse this in order to raise pupil achievement	E	A, I
• Ability to think analytically and to respond to whole school issues	E	I
• To have a sound understanding of the National Curriculum both in its teaching and assessment	E	A, I, R
• To have a strong understanding of the most up-to-date Ofsted Framework	E	A, I, R
• Current experience of strategies to improve teaching	E	A, I
• To have a strong understanding of effective teaching pedagogy		
• To be able to inspire, lead and manage staff and pupils	E	I
• Ability to respond positively and enthusiastically to new challenges, prioritising effectively and delegating as appropriate, but always seeing tasks through to their conclusion	E	I
• To have led strategic planning in an education setting	E	A, I, R



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SPECIAL ABILITIES AND APTITUDE		
<ul style="list-style-type: none"> A dedication to academic and whole-person development of young people 	E	A, I, R
<ul style="list-style-type: none"> To have a good knowledge of current educational issues and initiatives and be able to interpret these in school 	E	A, I, R
<ul style="list-style-type: none"> The ability to communicate effectively with parents, governors, staff and pupils 	E	I, R
<ul style="list-style-type: none"> To demonstrate the ability, willingness and commitment to give time appropriately to the school. 	E	A, I, R
<ul style="list-style-type: none"> The ability to lead a team and work as a member of a team 	E	A, I, R
<ul style="list-style-type: none"> To have the ability and drive to become a Headteacher in the future 	D	A, I, R
PERSONAL QUALITIES		
<ul style="list-style-type: none"> To have excellent communication and interpersonal skills 	E	I
<ul style="list-style-type: none"> To have the ability and confidence to take decisions after appropriate consultation 	E	R
<ul style="list-style-type: none"> To be enthusiastic about subject teaching, pastoral care and extra-curricular activities, with the ability to make significant contribution to all three areas 	E	A, I
<ul style="list-style-type: none"> To demonstrate flexibility, sensitivity and the ability to find solutions 	E	I
<ul style="list-style-type: none"> To have an excellent record of personal attendance, punctuality and health over the last 3 years 	E	A, R
<ul style="list-style-type: none"> To be willing to lead and support whole school events 	E	A, I
<ul style="list-style-type: none"> To have high personal standards - dress, conduct, and presentation 	E	I
<ul style="list-style-type: none"> To be calm and objective in challenging situations 	E	I
<ul style="list-style-type: none"> To be able to inspire and motivate others, with a confidence in promoting the values of the school 	E	I



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