



Assistant Headteacher- Teaching and Learning Job Description

Specific duties

As outlined in the advertisement for this post, specific responsibilities will be agreed with the successful candidate on appointment but, working closely with the Director of Learning, these will include:

- Ensuring excellent standards of teaching, learning and assessment across all departments in school
- Embedding robust evaluation of teaching and learning to ensure consistent and accurate evaluation of T&L at whole school and departmental level
- Continuing to develop remote teaching and learning provision across the school, as appropriate
- Embedding high quality intervention to address any departmental underachievement and continuing to ensure all departments are well supported, eliminating any 'in school variance'
- Continue to raise progress levels of students in all subject areas, including in English, Maths and Science
- Developing a clear picture of achievement at all key stages across each department area
- Further embedding and developing the taught curriculum, ensuring that all curriculum areas are well planned and sequenced to ensure knowledge and skills are built incrementally throughout Years 7 to 13
- Further developing high quality training at all levels to support teaching and learning, whole school and departmental achievement priorities
- Self-evaluation and development planning for all areas of Teaching and Learning

Generic duties

A person appointed as an Assistant Headteacher, in addition to carrying out the professional duties of a teacher and the specific leadership and management responsibilities associated with the particular post, must also:-

- play a lead role in promoting and nurturing the Catholic/Christian ethos of the school in their daily work
- play a lead role in helping to ensure that there is an outstanding climate for learning in the school
- be a strong, visible, senior staff presence during the school day
- be a regular, senior staff presence at after school/evening events throughout the school year
- undertake leadership team responsibilities such as assemblies and duty rota work
- line manage a range of staff, usually middle leaders
- support and monitor certain subject departments through the role of senior leadership team link
- teach in various key stages, as directed, usually in a specialist subject for up to 50% of the 25 hour weekly timetable
- contribute to monitoring and developing teaching and learning through contribution to lesson observation
- contribute to the staff appointments process
- build strong professional relationships with all staff and students
- build strong relationships with parents, governors, partner primaries, parishes, Diocesan and LA schools
- contribute to whole school self-evaluation and development planning

Other duties

A person appointed as an Assistant Headteacher, will also:-

- carry out other duties and generic responsibilities outlined in the current School Teachers' Pay and Conditions Document which relate to Assistant Headteachers
- carry out any other duties, as directed by the Headteacher, that are commensurate with the role and responsibilities of an Assistant Headteacher