



**Job Description**  
**Assistant Headteacher - Teaching and Learning**  
**Progress, Achievement and Standards**  
**Leadership Range: 11-15**

**Responsible to:** **Deputy Headteacher**

This post is an opportunity to play a crucial role in ensuring that Bishop Stopford's School becomes an outstanding school. The Assistant Headteacher will be responsible to the Deputy Headteacher and will work alongside SLT in defining, articulating and implementing the shared vision and values of the school through effective communication and engagement with all stakeholders. It is expected that the Assistant Headteacher will demonstrate outstanding leadership skills working under the direction of the Deputy Headteacher on the implementation of the strategic aims of the school. They will work with individuals and groups to ensure the provision of a high quality education for all our students.

**General Leadership Duties**

As Assistant Headteacher for Teaching and Learning you will:

- work in collaboration with the Senior Leadership Team to ensure outstanding leadership and management within the school
- Lead by example and be committed to high expectations
- assist in the day-to-day running of the school
- maintain a high profile around school
- lead on delegated areas of responsibility
- uphold and embed a culture that enables students and staff to excel
- help to improve the outcomes and progress of all students, including those who are disadvantaged
- support with the effective deployment of resources to secure excellent outcomes for all students
- have a deep and accurate understanding of the school's effectiveness and strategies for improvement
- oversee teacher development and improvement to ensure highly effective teaching and learning across the school
- help to create a climate in which teachers are motivated and are encouraged to develop their practice
- support the spiritual, moral, social and cultural development of students ensuring that the promotion of British values is at the heart of the school's work
- promote inclusion, equality of opportunity and diversity
- contribute to the safeguarding of students, promote student welfare and work with the Senior Leadership Team to ensure that students feel safe and staff are trained to identify safeguarding needs
- work effectively with all stakeholders and external providers to secure the best outcomes for all
- contribute and taken an active part in SLT meetings and other key meetings as appropriate
- participate in and support in the organisation and management of whole school events
- deputise for the Deputy Headteacher when required and in their absence

## **Assistant Headteacher - Teaching and Learning Responsibilities**

As Assistant Headteacher for Teaching and Learning you will:

- support with the development of the school's improvement plan and help devise strategies for development
- ensure the accurate monitoring of teaching and learning standards within the school
- maintain up-to-date records of teacher standards, CPD undertaken by staff and the impact of training and support programmes on teacher and student performance
- oversee and support with the training and development needs and requirements of all staff
- promote career development and opportunities for career progression
- ensure that teachers and other staff have high expectations of what students can achieve
- ensure that teacher subject knowledge is secure and is updated in line with new curriculum requirements
- ensure that assessment information is used to plan appropriate teaching and learning strategies that enable all students to make good progress and achieve well
- ensure that equality of opportunity and recognition of diversity are promoted through teaching and learning
- ensure that literacy and numeracy skills are developed and embedded through teaching and learning
- ensure that additional teaching programmes are utilised effectively to support in improving student literacy and numeracy, especially for students who are at risk of underachieving
- ensure that teachers plan lessons effectively
- ensure that teachers manage student behaviour effectively with clear expectations that are consistently enforced
- ensure that teaching supports those students who are falling behind and enables these students to catch up
- make sure that teachers set challenging homework that consolidates learning
- embed the school's marking policy to ensure that all teachers provide students with incisive feedback that shows them how to improve their work
- implement and oversee additional programmes, such as tutorial work, external visits, to enhance the skills of all learners
- ensure Heads of Department/Heads of Faculty and Heads of Year rigorously track the quality of teaching and learning within their subject areas/year groups
- intervene immediately through training, coaching and external support programmes to arrest underachievement due to weak teaching
- further develop standards in KS3 to ensure that students make the progress needed to prepare them for KS4 programmes of study
- oversee the development of schemes of work and curriculum maps to ensure that they meet expectations and facilitate progress for all
- work with the Deputy Headteacher in the provision of external CPD and cross borough work with our school teaching alliance
- support with the development of training programmes for unqualified and newly qualified teaching staff
- ensure that parents and other stakeholders have a clear understanding of the skills and knowledge that students need in order to excel

### **Specific Duties**

- oversee and organise systematic observations, departmental and key stage reviews, learning walks, work scrutinies, student and staff voice questionnaires
- maintain up-to-date triangulated data of teaching standards
- take a lead role in the delivery of bespoke CPD including the weekly teaching and learning briefing, in-school INSET and external training
- manage the school coaching programme
- oversee the development of literacy and numeracy programmes within the school
- oversee the quality assurance of all schemes of work and curriculum planning
- oversee the quality assurance of departmental monitoring of teaching and learning
- lead on the training of staff who are new to the school
- lead on the QTS, NQT and PGCE programmes within the school
- oversee the development of tutorial programmes and external workshops to support the development of our students as learners
- work with other local schools to share good practice and develop provision within the school
- have a lead role to play in the progress of students in Year 8 and Year 9 and manage the transition from KS3 to GCSE
- further develop the teaching and learning team within school
- organise student involvement in the development of teaching and learning
- monitor standards of home learning tasks
- monitor teacher feedback from and use of assessments to enhance student progress
- be responsible for the line management and performance management of specific areas of the school.
- participate in the recruitment and development of teaching and non-teaching staff of the school.
- contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- participate in arrangements for the appraisal of the performance of teachers.
- provide professional advice and support to others
- work with the Deputy Headteacher to ensure up-to-date self-evaluation and action planning for the development of teaching and learning within the school
- provide up-to-date reports on teaching and learning for SLT, governor and other committee meetings
- assume any other reasonable duties as needed and as directed by the Deputy Headteacher

### **General Duties**

- carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- uphold and promote the ethos and Christian values of the school
- uphold and follow the policies of the school
- establish positive working relationships with all stakeholders
- be a representative of the school
- ensure the well-being and safety of students at all times
- work in collaboration with others
- maintain professionalism at all times

The postholder must be flexible to ensure that the operational and strategic needs of the school are met.

Responsibilities will be rotated periodically to provide professional development and to enable preparation for promotion. This job description will be reviewed annually.

#### **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Enfield. All employees are expected to understand and promote equality and diversity in the course of their work.

#### **SAFEGUARDING CHILDREN**

Bishop Stopford's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

**I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.**

<b>Name:</b>	<b>Signature:</b>
<b>Date:</b>	