



Assistant Headteacher Primary - Teaching and Learning

Job Description

Pay Scale: Leadership Range – Pt. 5-8

Principle Responsibilities

- Strategic leadership of good practice in teaching and learning working with pupils and staff.
- Developing a teaching and learning policy and evaluating its effectiveness.
- Developing resources and strategies that enable teachers to develop their practice.
- Monitoring the quality of teaching and learning through a systematic lesson observation programme.
- Delivering staff professional development sessions on effective teaching & learning pedagogy.
- School coordinator for supporting Early Career Teachers (ECT) / Initial Teacher Training (ITT) across both schools.
- Teach within the framework of present and future policies, establishing and sustaining high-quality teaching.

The Strategic Management of School Evaluation and Quality Assurance

- Lead and manage the development of effective teaching and learning strategies.
- Report on performance, curriculum and teaching and learning to Governors, SLT, Curriculum Leaders and other stakeholders.
- Play a part in the effective whole school self-evaluation, subject review and school improvement plan.
- Use benchmark data at subject level to evaluate performance. Liaise with SLT and the phase within which they work to identify underachievement so that appropriate action can be taken.

Other Responsibilities

- Line Management of pupils, staff and parents within the phase they work in.
- Contribution to all curriculum related policies.
- To take an active role in the school's staff development and progression.
- Assist in coordinating the school calendar.
- To carry out such other duties as may reasonably be requested by the Executive Headteacher, e.g. gate and lunch duties, presence at school events.

Professional Attributes

- Extensive high quality teaching experience across the primary phase.

- The ability to consistently model the values and ethos of the school.
- The ability to work effectively within SLT and take collective professional responsibility.
- Effective communication with parents, students, staff and governors.
- An ability to analyse complex situations and to plan an appropriate course of action.
- The ability to think creatively and strategically.
- Inspire challenge and develop individuals and teams of people.
- Ability to plan, organise and prioritise so that time is used effectively.
- Encourage ideas from other people.
- Ability to plan ahead, identify problems and offer solutions.
- Deal with risk and uncertainty.
- An ability to listen, reflect and have the capacity to be flexible.
- An awareness of recent trends and developments in education.
- A commitment to continuing their own professional development.

Personal Attributes

- A passion for teaching and learning.
- A commitment to achieving the best for young people regardless of their social background and circumstances.
- Resilience and optimism in the face of challenges.
- Integrity.
- A belief in people.
- Attention to detail.
- Decisiveness, consistency and an ability to focus on solutions.
- Courage and conviction.
- Stamina to cope with the role.