



JOB DESCRIPTION

Assistant Headteacher
Teaching and Learning

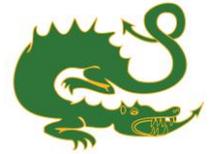
Areas of responsibility and key tasks:

A. Strategic direction and development of the school – in co-operation with, and under the direction of, the headteacher

- support and secure the commitment of others to the school's vision, ethos and policies and promote high levels of achievement and curriculum development in the school
- support the creation and implementation of the school improvement plan and take responsibility for appropriately delegated aspects of it
- support all staff in achieving the priorities and targets of the school and monitor progress of all groups of children within Leechpool.
- support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on the school
- ensure that parents are well informed about the curriculum, targets, children's progress and attainment in the school.

B. Teaching and learning

- support the head teacher in determining, organising and implementing the curriculum and its assessment; monitor and evaluate, identify and act on areas for improvement
- be responsible for the teaching of a classes across the school, developing a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline
- be responsible for the pastoral care of pupils throughout the school, promoting self discipline and good behaviour at all times, in accordance with school policies
- be responsible for assessment across the school; analyse and summarise all performance data to evaluate pupil progress and set appropriate targets for improvement; develop and implement policies and practices which reflect the school's commitment to raising standards and achievement, and accelerating progress, through effective assessment of children's learning;
- be responsible for the implementation and development of the curriculum across the school; develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning and the use of new technologies for learning opportunities
- support the head teacher in the monitoring of the quality of teaching and children's achievements across the school;
- support the head teacher in developing links with parents of children across the whole school.



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C. Knowledge and Understanding

- Of the characteristics of effective teaching and learning styles, including the main strategies for improving and sustaining high standards of pupil achievement and promoting their spiritual, moral, social and cultural development and their good behaviour and how these strategies can be used to support all pupils
- How computing can be used to help pupils gain access to the curriculum as an aid to teaching and learning.
- Of relevant research and national data relating to curriculum design and assessment

D. Leading and managing staff

- support the head teacher in developing positive working relationships with and between all pupils and staff throughout the school
- lead whole school training, as appropriate, in assessment, and curriculum development
- lead groups of staff in development activities and evaluate outcomes;
- in partnership with the head and AHT Inclusion and Achievement, lead, liaise with and support members of the Leadership Team
- work closely with the School Business Manager to ensure that assessment procedures and data returns are completed.
- take responsibility for the performance management process as required and use the process to develop personal and professional effectiveness across the whole school
- provide support to newly qualified teachers, supply teachers, teachers, teaching assistants and student teachers
- ensure that the head teacher and governors are well informed about policies, plans and priorities for assessment, success in meeting objectives and targets, and any future development needs.

E. Effective deployment of staff and resources:

- support the head teacher in the deployment of staff in the school and support those staff in their duties;
- support the head teacher in strategic financial planning, budgetary management and principles of best value, particularly in the areas of the curriculum and assessment.
- be an additional signatory for orders, cheques etc, reporting to the School Business Manager;
- cover for head teacher's absence in partnership with the AHT Inclusion.



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F. General

- take on specific tasks related to the day to day administration and organisation of the school as requested by the head teacher
- take on any additional responsibilities which might from time to time be determined;
- create and maintain positive and supportive relationships with pupils, staff, governors, parents and LEAF
- engage with appropriate training opportunities to promote professional effectiveness in this role.

Signed **Date**

Signed **Headteacher**