

JOB DESCRIPTION

JOB TITLE	Assistant Headteacher-Teaching and Learning (Secondary Phase)
HOURS OF WORKING	Full time
SCALE	Leadership 10-14
RESPONSIBLE TO	Headteacher and Governors

JOB PURPOSE

1. To work as a member of the Leadership Team to ensure that the aspirational aims and objectives of the School are realised
2. To demonstrate visionary thinking, strategic planning and implementation providing innovative effective learning experiences for all the School Learning Communities
3. To ensure that the School demonstrates capacity to improve through measuring impact and using outcomes to inform development
4. To ensure that learning is personalised so that all pathways lead to high achievement and attainment
5. To ensure that provision is consistently of the highest quality

LEADERSHIP

1. Demonstrate and model good practice in using cutting edge research
2. Provide leadership for learning and teaching, setting clear direction and effective management for the School as a whole
3. Establish creative/responsive and effective approaches to learning, pedagogy and teaching
4. Lead on systems to move teaching to 'Outstanding'
5. Ensure a positive culture of personalised learning and distributed leadership
6. Encourage a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
7. Set high expectations for all staff through innovative and aspirational target setting
8. Model the entrepreneurial traits of having a determination to succeed and a positive attitude to your work. You will endeavour to instil these attitudes in colleagues and pupils
9. Be consistent in the delivery of all the School's Policies and practice
10. Support the School specialisms to ensure that they are models of good practice and leading edge innovation in learning
11. Think strategically for the future whilst being able to deal with immediate challenges
12. Gain commitment and participation in extended enrichment provision, using the widest range of resources within the School and the wider community
13. Gain and maintain the commitment of all stakeholders, inspiring individuals to contribute positively to shared ideas
14. Be a role model for pupils through personal presentation and professional conduct
15. Perform particular duties in accordance with directions by the Headteacher to ensure student safety
16. Maintain confidentiality inside and outside the School
17. You will work in accordance with current Health and Safety requirements; Governing Body, DfE and Government Policies
18. Keep a high profile around the School, taking command of areas at change of lessons and being visible and proactive

LEARNING

Achievement and attainment

1. Place learning at the centre of planning
2. Take responsibility for the quality of teaching and learning
3. Ensure that Assessment for Learning strategies are embedded in practice and impact systematically on learner progress
4. Ensure that challenging targets are set, understood and used effectively to raise standards of attainment and achievement
5. Develop a culture of independent learning

EXPERIENCE

1. Ensure all pupils engage in learning and maximise their potential
2. Develop a programme of enrichment extending the School experience beyond the limits of formal teaching
3. Create an effective programme of personalized CPD for staff
4. Develop effective programmes for NQT's and trainee teachers

INNOVATION AND NEW TECHNOLOGIES

1. Keep up-to-date with research and developments in pedagogy
2. Implement the use of new technologies that enhances teaching and learning with oversight of the VLE
3. Ensure that pedagogy embraces and develops with available technologies
4. Ensure that Entrepreneurship is a driving force for partnership and innovation
5. Take the lead with online teaching programmes

SUPPORT

1. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people
2. Use positive management of behaviour in an environment of mutual respect that allows pupils to feel safe and secure and promotes their self-esteem
3. Encourage self-reflection in teaching and learning to achieve 'outstanding'
4. Support colleagues to be successful in their own leadership role through mentoring, coaching and line management
5. Ensure that learners are informed and advised appropriately at transition points
6. Line Management of Head of Faculty to ensure they understand their role and deliver a high quality experience for all learners

SELF REVIEW AND EVALUATION

1. Lead the process and systems of self-review and quality assurance
2. Ensure that monitoring and evaluation of practice and provision is undertaken at the appropriate level and feeds into the School SEF and improvement plans with clear evidence of measured impact
3. Provide systems and guidance to staff to measure impact of all we do

PARTNERSHIPS AND EVENTS

1. Establish effective working relationships with professional colleagues and associate staff
2. Liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare
3. Be aware of the role of the Governing Body of the School and support it in performing its duties
4. Keep up to date with new research and current practice utilising national bodies such as SSAT
5. To lead on School events linked to responsibilities
6. Report to the Governing Body as required

7. Take Assemblies as required
 8. Contribute to the teaching programme as appropriate
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This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The priorities for each year will be reviewed against this job description annually through performance management meetings.

Please note that we are committed to safeguarding and promoting the welfare of our pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service) We give high priority to promoting diversity throughout the school.

PERSON SPECIFICATION
Assistant Headteacher -Teaching and Learning

	Essential	Desirable
Knowledge	Job Requirements	
Qualifications	<ul style="list-style-type: none"> • Degree with significant subject content • QTS status • PGCE (or equivalent) 	<ul style="list-style-type: none"> • Masters, NPQML or similar externally accredited leadership course
Experience	<ul style="list-style-type: none"> • Evidence of successful teaching experience of secondary age pupils • Contribution to the management of whole school issues • Has demonstrated further professional development through qualifications or training • Has experience of leading whole School initiatives with demonstrable impact on pupils progress • Has led and managed teams of people, achieved desired outcomes and can encourage creative thinking • Has demonstrated the ability to lead sustained improvement in standards in his/her current post 	<ul style="list-style-type: none"> • Recent successful senior middle leadership experience
Ability /Skills	<ul style="list-style-type: none"> • Commitment to the values of Cavendish School • Ability to think and act strategically and convey a vision for the future • An outstanding teacher who relates well to children and young adults • Ability to monitor and evaluate teaching and learning and to analyse pupil and school performance data and to use the outcomes to improve the quality of teaching and learning • To have an up-to-date knowledge of the National Curriculum and relevant subject specifications • The ability to enhance performance by motivating, developing and empowering staff, equipping them with key skills and preparing them for more senior roles • An interest in the development of new technologies within the classroom • Strong oral and written communication skills including diplomacy, influencing, networking and presentation skills. • Evidence of continuous professional development and learning • Is able to plan, assess, review and evaluate effectively and efficiently through good analysis, understanding and interpretation of data/evidence and other information • Has the capacity to support and challenge 	<ul style="list-style-type: none"> • Financial planning and budget management skills

Special Requirements	<ul style="list-style-type: none">• An Disclosure Barring Service Check (criminal record check) will be requested in the event of a successful applicant	
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The Cavendish School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.