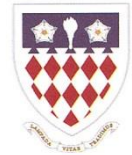


**SPALDING HIGH SCHOOL
ASSISTANT HEADTEACHER
TEACHING & LEARNING**



Generic Job Description

GROUP 6

SALARY – L12-15

RESPONSIBLE TO: The Headmistress and Governing Body of Spalding High School.

EMPLOYMENT DUTIES: To be a member of the Leadership Team and be required to carry out the professional duties as set out in the current Teachers Pay and Conditions Document issued under the Teachers' Pay and Conditions Act 1991. In carrying out his/her duties the Assistant Headteacher shall consult with the Headmistress and where appropriate, the Governing Body, the staff of the School, the parents of its pupils and other stakeholders.

RESPONSIBILITIES: As part of the Senior Leadership Team, take shared responsibility for providing vision, strategic direction and leadership for Spalding High School by working cooperatively with the Headmistress and senior colleagues to ensure high quality teaching and learning, effective pastoral support, the promotion of the values of the School and in moving the School forward successfully.

1. STRATEGIC DIRECTION AND SCHOOL DEVELOPMENT

- Contribute to the development of the strategic view and direction for the School
- Further develop an ethos which enables secure and effective teaching and progress for all students irrespective of their background, abilities or aptitudes.
- Develop the commitment of parents to the School and to the processes and practices associated with effective learning at home and at school.
- Effectively monitor progress against set targets taking any necessary action to achieve success.
- To keep abreast of current developments in education and to be able to critically analyse what is appropriate and in the best interests of Spalding High School.

2. LEADERSHIP AND MANAGEMENT

- Along with other Assistant Head Teachers, take responsibility for the School in the absence of the Headmistress & Deputy Head Teacher.
- To be a loyal member of the School's SLT.
- Act as an Associate Governor to the Board of Governors and at appropriate sub-committee groups.
- Provide leadership which will inspire, motivate, challenge and support all staff employed by the School.
- To maintain and enhance staff morale.
- Further develop an ethos in the School which encourages openness and dialogue and where staff and student opinions are valued.
- Provide opportunities for all staff to develop their professional skills as an aid to improving performance and student achievement.
- Further develop systems within the School to ensure the effective evaluation of performance and development needs, including whole school evaluation.
- To be available to meet staff, pupils, parents and other stakeholders.

- Enhance consistency throughout all areas of the School.

3. TEACHING AND LEARNING

- To teach according to the Assistant Headteacher allocation.
- Ensure that teaching and learning throughout the School are of the highest standards so enabling students to achieve their maximum potential.
- To rigorously enforce the School uniform/dress code and the highest standards of behaviour both inside and outside of lessons.
- Sustain an ethos of mutual respect and co-operation between all people associated with the School.
- Monitor the effectiveness of the curriculum and seek areas for improvement.
- To line manage several academic departments and support staff managers and in doing so contribute to effective and rigorous performance appraisal.

4. RESOURCES

- Contribute towards the recruitment and management of the staff of the School.
- Deploy resources effectively and efficiently in order to achieve the aims and objectives as set out in the School Development Plan.
- Strive to upgrade and further develop the School's resources and facilities, thereby improving working conditions and opportunities for students and staff, always within 'best value' guidelines.

5. ACCOUNTABILITY

- Be accountable for agreed aspects of the day-to-day management and long-term development of the School.
- Present regular reports to the Governing Body, providing information which enables them to fully meet their responsibilities.
- Provide reports and data about the School as and when appropriate.
- Further develop an ethos in school where all staff feel valued and where they play an important part in determining the future success of the School.
- Develop sound and effective systems of communication within the School and between school, community, parents and other external organisations.
- Constantly strive to further develop the School's reputation locally, regionally and nationally.

6. CORE DUTIES (Teaching & Learning)

Main School (Y7 – 11):

The focus of the responsibility for the post will be the strategic leadership and development of teaching and learning across the whole school as well as staff development, initial teacher training and performance appraisal.

- To work collaboratively with the SLT and Main School Pastoral Team in order to develop provision, effectiveness and further impact.
- To ensure the highest quality of teaching and learning provision through a rigorous programme of collaboration, training and CPD and in doing so monitor, evaluate and potentially review our internal systems and outcomes.
- To lead and manage the School's teaching and learning, CPD, ITT and PA programmes.
- Develop, lead and manage effective strategies to improve standards of teaching and learning.
- Leadership of the relevant school's policies covered by this role.

- Monitor the quality of teaching and learning and ensure the School's policies in this area are implemented consistently and effectively.
- Lead and manage the school CPD programme for all teaching staff and ensure its efficient and effective implementation and monitor impact on the student learning, progress and attainment.
- Lead and manage the School's Induction Programme for new staff.
- Act as strategic professional mentor for the Initial Teacher Training Programme (PGCE, NQT, SCITT etc) and be accountable for all formal assessments, training programmes and support for subject mentors.
- Lead and manage our internal coaching and training programmes.
- With the Headmistress, ensure the effective implementation of the School's Performance Appraisal Protocols and Policy.
- To have strategic oversight of Cover, Literacy across the School Curriculum and the School Library.
- To act as strategic Pastoral Lead for Years 7 to 10 and Line Manager for the Head of Main School.
- To ensure departmental standards and compliance within our internal assessment processes and systems.
- To ensure that internal deadlines for performance appraisal, CPD, initial teacher training and teaching and learning are kept.
- To collaborate with the Assistant Head (Assessment & Reporting) on formative assessment and marking; including assessment for learning and personalised learning across the whole school.
- To ensure that student performance is assessed effectively and efficiently in all areas of the school curriculum and in line with internal and external procedures. This will involve close collaboration with other members of the SLT and their areas of departmental line management.
- To respond to educational developments which have implications for teaching and learning, ITT, CPD and Performance Appraisal.
- To lead and line manage the work of the Cover Manager and School Resources Manager/Assistant Librarian.
- Monitor, analyse and evaluate the impact of teaching and learning strategies to ensure best effectiveness and efficiency.
- To ensure departmental standards and compliance within our internal processes and systems.

NOTE:

This description of the tasks associated with the Assistant Headship of a secondary school is by no means exhaustive. Our expectation is that the Assistant Headteacher will do whatever is necessary to further the effective performance and development of the School, its students, staff and community. Additions and amendments to those responsibilities may be made from time to time by agreement between the Headmistress and the Assistant Headteacher.

January 2018