

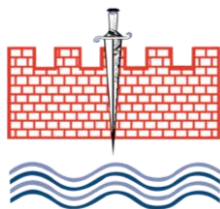
Shoeburyness High School

Assistant Headteacher

Teaching & Learning

Leadership Scale L13-19





Shoeburyness High School

A member of SECAT



Job details

Job title: Assistant Headteacher for Teaching & Learning and Staff Development

Salary: Leadership Scale L13-19

Contract type: Full time permanent

Reporting to: The Headteacher

Responsible for: Line management of Training School and assigned curriculum middle leaders

Main purpose

The Assistant Headteacher, under the direction of the Headteacher, will take a role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

The Assistant Headteacher will also have a timetabled teaching commitment of 40% complying with the teachers' standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the Headteacher.

Duties and responsibilities

Leadership

Under the direction of the Headteacher or Deputy Headteacher:

- Support the Headteacher and Deputy Headteacher in the day-to-day management of the school
- Communicate the school's vision compellingly and support the Headteacher's strategic leadership
- Lead by example, focusing on providing excellent education for all pupils
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs



Managing staff

Under the direction of the Headteacher or Deputy Headteacher:

- Assist with the selection and recruitment of new teaching staff
- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- Commit to their own professional development, proactively identifying development opportunities

Modelling best practice for teachers

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others

Systems and processes

Under the direction of the Headteacher or Deputy Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the Shoeburyness High School Local Governing Body as appropriate
- Work with SECAT colleagues as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

Specific areas of responsibility

Teaching and Learning

- Keep abreast of recent developments surrounding pedagogy and best practice
- Develop a culture of openness and collaboration between teachers
- Work with middle leaders to ensure that all teaching and learning is well matched to the needs of students and addresses the requirements of the curriculum
- Organise lesson observations and learning walks to identify typicality of teaching, specific strengths and ensure dissemination of best practice
- Ensure that relevant staff have the skills required to observe and feedback on the quality of teaching
- Communicate all matters surrounding teaching and learning to the senior team
- Produce reports about the quality of teaching and learning for internal and external monitoring and intervention.
- Contribute to the triangulation of T&L information (including work scrutiny information) with student outcomes and curriculum



Staff development

- Oversee the production of a CPD strategy (for teaching and non-teaching staff) in alignment with that of SECAT
- Organise CPD programmes and workshops according to the identified need of individuals and whole school priorities
- Monitor the completion of CPD programmes by staff and intervene where necessary
- Ensure all essential/statutory training is carried out by relevant staff and teams maintaining a central register of statutory training completed
- Together with the Deputy Headteacher coordinate the appraisal process and communicate the process to staff
- Oversee the induction of all new staff through Training School

Other responsibilities

The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher. This job description may be amended at any time in consultation with the postholder.

